

South Western School District  
Position Description  
**POSITION TITLE | Maintenance**

TERMS OF EMPLOYMENT:

12 month (260 days) Full Time (40 hours per week) Status Non-Exempt

JOB CLASSIFICATION:

Support Staff - Maintenance and Grounds

POSITION QUALIFICATIONS:

High School Diploma or equivalent

Minimum of three (3) years of experience in building maintenance, construction, or a skilled trade (HVAC, plumbing, electrical, or carpentry)

Valid Pennsylvania driver's license

Certification or training in one or more trades (e.g., HVAC, electrical, plumbing) preferred

REPORTS TO:

Maintenance Supervisor

WORK ENVIRONMENT:

The Maintenance workers works with other maintenance and grounds support staff under the direction of the Maintenance Supervisor and the Director of Facilities.

JOB SUMMARY:

The Maintenance Worker performs skilled work in the maintenance, repair, and upkeep of district facilities, grounds, and equipment. This position requires a broad range of expertise in mechanical, electrical, HVAC, carpentry, and general facilities maintenance to ensure a safe, functional, and well-maintained environment for students, staff, and the public.

ESSENTIAL TASKS:

- Maintain all plumbing, heating/air conditioning, and electrical systems to ensure good running condition, including installation of new parts and repairs as needed.
- Perform electrical work such as running conduits and wires (computer, phone, etc.), and install switches, receptacles, lights, etc.
- Complete 1-phase and 3-phase panel and circuit work in systems up to 480V.
- Perform HVAC preventative maintenance for heating and air conditioning systems.
- Perform carpentry work such as building and repairing shelves, doors, walls, tables, desks, bleachers, etc.
- Perform service maintenance on doors and locksets for security.
- Plow and remove snow on district grounds when necessary.

- Install and maintain district paving (concrete & asphalt).
- Perform miscellaneous maintenance work such as installing basketball rims, working on scoreboards, and other various repairs.
- Perform maintenance and repairs on kitchen equipment.
- Perform welding repairs.
- Perform other duties as may be assigned by the Maintenance Supervisor.

#### KEY PERFORMANCE INDICATORS (KSA):

### **Knowledge**

- Knowledge of plumbing, HVAC, electrical, and carpentry systems
- Knowledge of safety standards and OSHA regulations
- Familiarity with electrical systems including 1-phase and 3-phase up to 480V
- Knowledge of commercial kitchen systems and maintenance requirements
- Ability to read blueprints, wiring diagrams, and technical manuals

### **Skills**

- Skilled in the use of tools and equipment for electrical, plumbing, HVAC, and carpentry work
- Skilled in welding and fabrication techniques
- Proficient in snow removal using plows, salt spreaders, and similar equipment
- Competent in concrete and asphalt repair and installation
- Ability to use diagnostic and testing instruments for systems repair

### **Abilities**

- Ability to troubleshoot and resolve maintenance issues across trades
- Ability to manage multiple priorities and meet deadlines
- Ability to lift and move heavy objects (up to 50 pounds)
- Ability to work independently and cooperatively with others
- Ability to communicate effectively with supervisors, staff, and vendors

Able to hear with 40 decibel loss maximum and see with acuity of 20 inches or less and far acuity of at least 20 feet normal depth perception, field of vision and accommodation. Must be able to reach above and below the waist, walk and use fingers to pick, feel and grasp objects. Requires use of both hands for repetitive motion. Some bending and twisting of the body required. Lifts/carries supplies and papers weighing no more than 40 lbs. Typical office environment with the ability to sit eighty percent (80%) of workday.

### **EEOC**

We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.