

## Human Resources

### Maintenance Support Assistant

**Department:** Plant Operations  
**Reports to:** Plant Foreman  
**Placement:** Classified Non-exempt Salary Schedule  
**Term:** See Duty Day Calendar

#### Position Summary:

The Maintenance Support Person provides assistance to the Maintenance Technician with ground responsibilities at the school sites.

#### Essential Functions:

- Sets up and takes down all school-related activities and events.
- Moves furniture and equipment for cleaning and special events.
- Checks daily to ensure that all exit doors are open, and all panic bolts are working properly during the hours of building occupancy.
- Raises the United States Flag before school and retires the Flag after school hours.
- Keeps grounds free of rubbish.
- Cleans corridors, when warranted, during the day.
- Assists the Maintenance Technician.
- Performs light cleaning duties
- Follows plans and schedules
- Performs other related duties as assigned.

#### Training and Experience:

- High school diploma or equivalent preferred.
- General custodian experience preferred.

#### Licensing/Certification Requirements:

- Sets up and takes down all school-related activities and events.
- Moves furniture and equipment for cleaning and special events.
- Checks daily to ensure that all exit doors are open, and all panic bolts are working properly during the hours of building occupancy.
- Raises the United States Flag before school and retires the Flag after school hours.
- Keeps grounds free of rubbish.
- Cleans corridors, when warranted, during the day.
- Assists the Maintenance Technician.

#### Knowledge of:

- MSDS (material safety data sheets).

#### ADA and Other Requirements:

Positions in this class typically require: climbing, crawling, stooping, kneeling, crouching, standing, walking, pushing, reaching, lifting, feeling, talking, hearing, seeing, and repetitive motions.

Medium work. Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

*When duties and responsibilities change and develop, this job description will be reviewed and subject to changes of business necessity.*