JOB DESCRIPTION
LABORER
PLANT OPERATIONS

JOB DESCRIPTION CREATION / REVISION DATE: 5-2-17

POSITION TITLE: Laborer – Maintenance Grade 2 / Classification 23

DEPARTMENT: Plant Operations

REPORTS TO: Maintenance Coordinator

SUPERVISES: N/A

POSITION GOAL(S):
The primary purpose of this position is to assist in the day-to-day operations of the maintenance department, be the responsible employee in the maintenance and repair of building systems and envelope in the district. To provide the students, staff, and community with a functional, safe, and attractive environment in which to learn.

JOB DUTIES / ACCOUNTABILITIES:

1. Assist with Maintenance tradesmen in the repair, installation, and alteration of building systems and envelope.
2. To assist with general building maintenance repair on all types of building systems.
3. Fill in for day and night custodians as required.
4. Other duties as assigned.

EXPERIENCE / KNOWLEDGE:

1. General working knowledge of electrical.
2. General working knowledge of plumbing systems.
3. General working knowledge of HVAC systems.
4. General working knowledge of carpentry.
5. Ability to communicate objectives with all personnel.
6. Ability to use a personal computer for work record keeping and parts ordering.
7. Ability to safely and proficiently use tools and equipment common to building maintenance trade.
8. Must have a valid Illinois driver’s license.
9. Knowledge of basic arithmetic, terminology, and craft skills, including shop and system mathematical calculations common to the building maintenance trade.
10. Knowledge of safety procedures and practices common to the building maintenance trade.

EDUCATION:

1. High School Diploma or equivalent required.
PHYSICAL DEMANDS:

1. Ability to sit, stand, kneel, stoop, climb stairs, climb ladders, work off boom lifts and walk for extended periods of time.
2. Ability to lift up to 75 lbs. with proper technique.

TERMS OF EMPLOYMENT:
This is a 12-month ESSO position. Salary and benefits as established by the Board of Education. Flexible hours/OT may be necessary.

EVALUATION:
Performance of this position will be evaluated in accordance with provisions of the Board’s policy on evaluation of ESSO personnel.

Employee Signature: ________________________________ Date: _____________

Supervisor Signature: ________________________________ Date: _____________