

WARREN COUNTY PUBLIC SCHOOLS

JOB TITLE:	Maintenance Worker I
JOB CLASS CODE:	7448
CLASSIFIED/CERTIFIED:	Classified
REPORTS TO:	Director of Facilities Maintenance
SALARY SCHEDULE:	135C
FLSA STATUS:	Non-exempt

REQUIRED QUALIFICATIONS

High school diploma or G.E.D.
Valid driver's license
Knowledge of the set up and operate equipment required for maintenance tasks
Successful completion of physical demands analysis developed for Maintenance Worker position

DESIRED QUALIFICATIONS

Experience in relevant work/maintenance field
Experience in reading and following blueprints, drawings, schematics, and diagrams
Effective communication skills
Experience in a diverse workplace
Ability to work alone for extended periods and work in teams

SCOPE OF RESPONSIBILITIES

The Maintenance Worker assumes responsibility for the performance of planned preventative maintenance tasks, initial troubleshooting, and corrective maintenance tasks for assigned buildings.
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PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Inspects building interiors, exteriors, doors, windows, floor, and equipment to identify and perform repairs where necessary
Responds to work orders and assists other maintenance workers with jobs when necessary
Repairs floor and ceiling tile, doors and door hardware, window sashes and sills, etc
Installs instructional boards, bulletin boards and white boards in classrooms and offices
Performs minor masonry and painting repairs such as patching cracked concrete, patching holes, sanding and spot painting
Constructs, erects, installs and repairs structures and fixtures of wood, metal, stud, plywood and wallboard using carpenter hand tools and power tools
Troubleshoots repairs, and replaces minor appliances such as clocks, simple kitchen equipment, custodial equipment, fans, etc.
Replaces light bulbs and batteries, move furniture, and perform cleaning duties
Assumes responsibility for truck, tools and equipment that have been assigned and issued to perform work
Makes withdrawals for all material used from stock
Assumes responsibility for own safety and the safety of others regarding the assigned job
Completes all trainings and other compliance requirements as assigned by the designated deadline
Performs other duties assigned by the Principal, Director of Facilities, and/or Superintendent or his/her designee

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PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull medium weights. The work requires activities involving moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust, fumes and gases.

TERMS OF EMPLOYMENT

Number of days worked will be determined by the current school calendar adopted by the Warren County Board of Education. Salary shall be commensurate with adopted classified personnel salary schedule. Leave accrual will be as stated in Board Policy.

EVALUATION

Performance of this job will be evaluated in accordance with the provision of Warren County Board of Education policy on evaluation of classified/certified personnel. Evaluations will be conducted by the Director of Facilities Maintenance.

07/01/2022 WCBE

I, _____, have read and understand the terms
(name of employee) set forth in this job description.

Signature of Employee

Date