Job Description: Maintenance Person

Definition: Performs duties as necessary to insure maintenance of all building systems including preventative maintenance so that there will be no down time during regular school hours.

Qualifications:
High School Diploma or GED and at least two years of building maintenance experience. Post secondary education may be substituted for experience on a year-for-year basis.

Knowledge, Skills and Abilities:
- Knowledge of the practices; procedures; equipment and materials used in the maintenance and repair of buildings and related systems (i.e. mechanical, electrical, heating and plumbing).
- Ability to assess situations and make appropriate judgments.
- Working knowledge of building plans and specifications
- Ability to plan, determine work priorities, schedule, supervise and direct the work of custodians and, if conditions warrant, a crew.

Distinguishing Characteristics:
This position is responsible for on-site monitoring and maintenance of all systems related to the building with general directions. The general directions are defined by established procedures while setting priorities.

Examples of Job Duties:
1. Perform labor necessary to maintain all mechanical, electrical, heating, and plumbing systems in good repair and fully functional.
2. May be required to serve as foreman when conditions warrant hiring a crew.
3. Evaluates, trains, and assists custodians to maintain a clean, orderly, functional school building.
4. Responsible for keeping all maintenance rooms clean and orderly.
5. Responsible for submitting purchase requests for needed spare parts and tools.
6. May be necessary to work a non-regular schedule to maintain and verify all systems functioning.
7. Submit regular written reports concerning needed maintenance.
8. Prepare and carry out a preventative maintenance plan.
9. Other related duties as assigned.

Working Environment & Equipment Used:
The job’s functions requires the following physical demands: occasional lifting (20 pounds maximum), carrying, pushing and/or pulling; some climbing; some stooping, kneeling, crouching and/or crawling; and significant reaching, handling, speaking, writing, hearing, and fine finger dexterity; frequent standing, walking, and sitting, and lifting up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and the ability to adjust focus. High volume of work and strict adherence to workload may be stressful. Extensive travel in small aircraft required. Equipment used includes personal computer, printer, scanner/fax machine, copy machine, telecommunication, and periodic use of other equipment such as LCD panel projections, overhead projectors, slide projectors, and VCR.