

Job Title:	MAINTENANCE WORKER GENERAL	Reports to:	Facilities Director
FLSA status:	Non-Exempt	Supervisor duties:	none
Classification:	Classified	Approved on:	10/13/2020
Position Summary:	This position serves as a contributing member of the maintenance in troubleshooting and solving district and site needs as they arise; maintain all buildings and grounds in a safe and efficient manner.		

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Builds items (e.g. counters, temporary partitions, etc.) for the purpose of modifying and/or adapting facilities to specific needs.
- Inspects system components (e.g. parts, equipment and facility appurtenances (i.e. sidewalks, fences, roads, etc.)) for the purpose of identifying potential repairs and providing an ongoing program of preventative maintenance.
- Prepares documentation for the purpose of providing written support and/or conveying information.
- Repairs system components (e.g. parts, equipment and facility appurtenances (i.e. sidewalks, fences, roads, etc.)) for the purpose of maintaining facilities in a safe, comfortable and operating condition.
- Responds to emergency situations (e.g. facility damage, damaged playground equipment, roof leaks, etc.) for the purpose of resolving immediate safety concerns.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Installs system component parts, playground, classroom and office equipment and facility appurtenances (e.g. sidewalks, fences, roads, etc.) for the purpose of maintaining facilities in a safe, comfortable and operating condition.
- Transports materials, furnishings, equipment, supplies, waste materials, etc. for the purpose of providing and/or removing items at school and/or job sites, event functions, etc.
- Other duties as assigned

KNOWLEDGE, SKILLS & ABILITIES:

- Skills to operate hand and power tools used in general maintenance functions, perform basic math to calculate measurements, quantities, etc.
- Knowledge of methods and use of materials, tools and equipment used in general maintenance functions, standards for safe use of equipment.
- Abilities to stand for prolonged periods, follow oral and written instructions, work independently with minimal supervision, perform a variety of tasks, understand and carry out oral and written instructions. Significant physical abilities include lifting/carrying/ pushing/pulling, reaching/handling/fingering, talking/hearing conversations, near visual acuity/depth perception.

QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

- High School diploma or equivalent, preferred
- Experience Required: Prior job related experience.

Computer Proficiency: Google Suite

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to climb, sit, stand, bend, walk and operate foot controls simultaneously. The employee would be required to lift up to 50 pounds safely.

WORK ENVIRONMENT:

Indoors and outdoors, with exposure to all weather conditions and temperatures. Exposure to all types of traffic conditions. Exposure to noise, dust, gas and fumes. The noise level in the work environment is generally moderate and may become excessively noisy at times. Contact with employees, students and public.

Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties may be performed by the individual currently holding this position and additional duties may be assigned.