

Maintenance

FLSA Status: Non-Exempt

Last Revised: January, 2021

Last Reviewed: July 2024

DEFINITION: Under general supervision, performs a combination of technical, semi-skilled, and general laborer tasks associated with the maintenance and operation of buildings, grounds, and open spaces.

RESPONSIBLE TO: Superintendent/Maintenance Director

TERMS OF EMPLOYMENT: Refer to Classified Personnel Agreement

PAY RATE: Refer to Classified Personnel Salary Schedule

ESSENTIAL FUNCTIONS: *(Performance of these functions is the reason the job exists.*

Assigned job tasks/duties are not limited to the essential functions).

1. Performs semi-skilled maintenance and repair to buildings and grounds such as painting, carpentry, plumbing, electrical, and other unskilled and semi-skilled trades work.
2. Assists in the construction of new grounds or facilities including clearing, grading, drainage, and foundation work.
3. Installs, maintains, and performs routine and preventive maintenance for district buildings and grounds.
4. Assists in setting up and taking down equipment for various programs and events.
5. Installs, maintains, and repairs sprinkler systems.
6. Performs routine maintenance on heating and cooling equipment.
7. Operates trucks, dump trucks, flat beds, tractors, mowers, jackhammers, basic welding equipment, and other construction or maintenance equipment and vehicles.
8. Performs general maintenance and repair tasks in a variety of areas and as assigned by the Supervisor of Maintenance and in accordance with all applicable codes and regulations.
9. Performs only those maintenance and repairs that do not require a license, or performs maintenance and repairs under the direct supervision of a licensed technician.
10. Ensures that the work site and conditions are safe.
11. Performs assignments relating to ensuring all schools and district sites are able to safely open and function when assigned. This includes working cooperatively with custodial employees during emergency operations.
12. Performs regular inspections of equipment and systems, reporting any abnormalities and hazards immediately.
13. Responds to emergency situations and performs necessary repairs.
14. Uses the work order system, making sure that work orders have been written and approved before performing tasks, except in emergency situations.
15. Keeps a log of all maintenance functions and repairs performed.

16. Recommends repairs or procedures that are beyond the scope of responsibilities, skill, or experience, outlining the work needed and specifications required of an outside contractor.
17. Ensures that all applicable fire, safety, health, and environmental regulations and laws are observed.
18. Maintains an adequate supply of parts and supplies usually used in repairs, and requests needed supplies through the established procedures of the district.
19. Operates and maintains, in a safe and operational condition, all tools and equipment necessary to carry out job functions and responsibilities.
20. Removes snow and ice by shoveling, plowing, and/or sanding walks, driveways, parking areas, and steps.
21. Reports, immediately, any damage or vandalism to facilities, or theft of equipment.
22. Notifies and assists the administration and appropriate emergency personnel with any emergency, and potentially dangerous or unusual situations.
23. Uses computers and/or electronic equipment to fulfill job functions.
24. Protects confidentiality of records and information gained as part of exercising professional duties and uses discretion in sharing such information within legal confines.

QUALIFICATIONS FOR EMPLOYMENT:

Knowledge, Skills, and Abilities: (KSAs are the attributes required to perform a job; generally demonstrated through qualifying experience, education, or training.)

Knowledge of:

- Operation and maintenance of mowers, light trucks, and power equipment;
- Use, maintenance, and repair of assigned hand and power tools and equipment;
- Basic techniques required in painting, carpentry, routine plumbing, and electrical tasks;
- Basic techniques for installing and maintaining sprinkler systems;
- Basic grounds maintenance methods;
- All facets of basic construction including cabinetry, framing, sheeting, etc.

Skill to:

- Use various hand and power tools used in semi-skilled carpentry, painting, plumbing, electrical, and cement finishing work;
- Use and/or operate pickups, dump or flatbed trucks, passenger vans, and aerial platform equipment.

Ability to:

- Operate lawn and landscaping equipment including tractors, mowers, chain saws, edgers, trimmers, electric motors, pumps, sprinklers, and irrigation systems;
- Read, interpret, and follow blueprints;
- Display a cooperative and pleasant attitude at all times, particularly when in the presence of staff, students, and community visitors;
- Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic;
- Participate in appropriate in-service and workshop programs and attend any required meetings;

- Display ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.

Required Certifications and Licenses:

- Current Cardiopulmonary Resuscitation (CPR) certificate from the American Heart Association, American Red Cross, or other similar organization. Certification must be maintained for the duration of the assignment.
- Bloodborne Pathogen and Universal Precaution Training Targeted job related education that meets organization's prerequisite requirements.
- Must maintain a good driver record.
- Possession of an appropriate and valid Commercial Driver's License (CDL).

Experience and Training:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities. A typical way to gain the required knowledge, skills, and abilities is: Education or training sufficient to provide the knowledge, skills, and abilities required to perform this job. Incumbents must be able to read and write, make basic measurements, and follow and give written and verbal instructions. At least one year of experience as a laborer or work in one or more of the trades which demonstrated the knowledge, skills, and abilities necessary for the basic performance of these job functions.

Physical and Mental/Intellectual Requirements:

The physical and mental/intellectual requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Strenuous physical work including frequent lifting and loading of heavy objects (up to 100 pounds) with proper equipment/assistance, digging, shoveling, raking; physically demanding work for continuous and lengthy periods of time, often combined with bending, twisting, squatting, reaching, and working on irregular surfaces; strength, dexterity, and stamina to stand for long periods and to perform manual tasks using heavy hand and power tools. The ability to interact professionally, communicate effectively, and exchange information accurately with all internal and external customers. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, clients, and customers. Regular and consistent punctuality and attendance.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

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Working Conditions:

Work is performed under the following conditions:

Most work is performed outside with exposure to extreme weather conditions including heat, rain, snow, cold, and wind. Frequent exposure to noise, dust, fumes, odors, and vibrations. Potential exposure to toxic chemicals and solvents such as herbicides and/or pesticides, paints, and cleaning materials. The noise level in the work environment is often loud. Work will occasionally be performed in confined areas. Work may be performed independently and may be in isolated geographic areas. Frequent interruptions to planned work may occur.

EVALUATION: Position is evaluated yearly by the Maintenance Director.

Employee's Acknowledgment: I acknowledge that I have read the above job description and have received a copy for my records.

Employee Name: _____

Employee Signature: _____ Date: _____

Administrator Signature: _____ Date: _____

Lincoln County School District is an Equal Opportunity Employer