

9.17.04**MAINTENANCE PERSON**

Reports To: Director of Supportive Services

Dept/Campus: Maintenance

Wage/Hour Status: Nonexempt

Length of Contract:

PRIMARY PURPOSE:

Assist in following routine maintenance and repair procedures for assigned areas to maintain a high standard of safety and efficiency of all buildings and equipment.

QUALIFICATIONS:**Education/Certification:**

High school diploma or GED

Valid driver's license

Special Knowledge/Skills:

Knowledge of basic techniques of repair and new installation of assigned areas
(carpentry, electrical, HVAC, plumbing, etc.)

Ability to operate tools and equipment common to assigned area

Ability to lift and carry 75 lbs. without assistance

Experience:

Five or more years experience in commercial plant operations

The Board may find appropriate and acceptable alternatives to the above qualifications.

MAJOR RESPONSIBILITIES AND DUTIES:

1. Maintain professional behavior, appearance, work ethic to represent the school district in a positive manner at all times.
2. Articulate a positive image of the school district and school district personnel.
3. Demonstrate effective customer service strategies to all district patrons.
4. Assist in cabinet making.
5. Serve as a locksmith for the district.

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6. Assist in floor repair and installation.
7. Assist in drywall patching.
8. Install soap dispensers, paper towel dispensers, pencil sharpeners, etc.
9. Install marker boards.
10. Install ceiling tiles and grid.
11. Change out plugs, bulbs, switches, etc.
12. Change out a/c filters.
13. Use care in the use of all school equipment and property.
14. Work irregular hours as needed.
15. Operate tools, equipment, and machinery in a safe manner.
16. Help keep shop, equipment, and tools in safe operating condition.
17. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.
18. Perform other duties as assigned.

EQUIPMENT USED:

Tools and equipment common to the assigned trade

WORKING CONDITIONS:**Mental Demands/Physical Demands/Environmental Factors:**

Strenuous walking, standing, climbing, pushing, pulling, and lifting; also stressful situations; inside, outside, hot and cold conditions, and some conditions that may require safety equipment and protection; work around moving objects or vehicles; work on ladders and scaffolding, exposure to dampness and humidity; slippery or uneven walking surfaces; variable working hours; on call 24 hours

Date Adopted: August 2, 2007

Last Revised:

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Employee

Date

Supervisor

Date