



PALOMINAS SCHOOL DISTRICT #49

Position Description

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| JOB TITLE: | Maintenance |
| DEPARTMENT: | Site |
| REPORTS TO: | Maintenance Manager and Site Principal |
| FLSA STATUS: | Non-Exempt |
| SUPERVISORY DUTIES: | None |
| APPROVED ON: | 12/06/11 |

SUMMARY: Under general supervision performs inspection and maintenance duties to include repair and maintenance in such areas as plumbing, electrical, mechanical, painting, carpentry, floor covering, grounds and outdoor surface maintenance.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Repairs and maintains buildings and equipment at the school site.
- Coordinates maintenance projects with the principal and Director of Maintenance so the educational process will not be interrupted, except in emergencies.
- Understands and supports all Board policies and administrative regulations and procedures.
- Operates heavy equipment associated with maintenance and grounds keeping.
- Maintains A/C and furnaces for summer and winter.
- Monitors school site Preventative Maintenance Plan and performs maintenance required by the plan in a timely fashion.
- Performs maintenance, as needed, on windows and doorframes, glass, interior and exterior walls, ceilings and roofs.
- Acts on all work orders promptly.
- Advises Director or Principal of any vandalism and/or suspicious behavior.
- Performs maintenance, as needed, on all playground equipment.
- Maintains parking areas.
- Lines ball field for home baseball and softball games.
- Maintains irrigation system.
- Replaces light bulbs as needed.
- Conducts monthly fire drills under the direction of the school principal.
- Is "on-call" one weekend a month, when scheduled, in case of any district facilities emergencies.
- Is "on-call", when scheduled during school hours, for such things as emergency clean-ups or wildlife on school premises.

KNOWLEDGE, SKILLS & ABILITIES:

- Ability to communicate effectively verbally.
- Knowledge of safe and efficient building maintenance practices.
- Knowledgeable with regard to mechanical, electrical and plumbing repairs.

- Ability to use cleaning materials with skill and efficiency, to perform heavy work for an extended period, understand and carry out oral directions.
- Ability to safely use power equipment and tools related to maintenance and ground keeping.
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations.
- Ability to establish priority ordering of tasks necessary to complete tasks and convey these understandings and priorities to others.
- Ability to work cooperatively and courteously with staff, students, parents and community members.
- Ability to cope with job stress while exhibiting patience and tact when dealing with others.
- Perform all duties in accordance with Federal and State laws, district procedures and Board policies.
- Ability to handle confrontation and conflict without an emotional response.
- Produce accurate work and complete assignments with minimal supervision.

QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

- High School Diploma or G.E.D.
- Previous building and/or grounds maintenance experience.

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 and grasp. The employee is frequently required to sit, stand, walk, bend, climb and stoop. The employee may be required to move twenty-five pounds and could occasionally lift or move up to fifty pounds.

WORK ENVIRONMENT:

School environment. This position regularly works indoors and outdoors in all weather conditions. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Will have contact with students, employees and the 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 are performed by the individual holding this position and additional duties may be assigned.