



NEW: Submitted:
07/17/2019 07/16/2019

JOB TITLE:	WORKER SCHOOL MAINTENANCE
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	IB, GRADE 10
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8394
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES

Assumes responsibility for maintenance in assigned school in areas pertaining to electricity, plumbing, HVAC, hardware, glass, carpentry, and tile.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Performs preventative maintenance in building as assigned by the building Principal
- Repairs minor breakdowns of maintenance in assigned school
- Makes withdrawals for all material used from stock
- Writes work orders on all work that has been completed within the assigned building
- Assumes responsibility for proper use of tools assigned and security of the tools within the building
- Assumes responsibility for personal safety and the safety of others regarding the assigned job
- Provides information to the manager of renovations for materials to be purchased to complete building maintenance
- Completes all trainings and other compliance requirements as assignment by the designated deadline
- Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull medium weights. The work requires being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

- High School Diploma or G.E.D. with three (3) years of successful experience in general maintenance
- Ability to read blueprints
- Ability to work with limited supervision
- Basic skills in all maintenance trades
- Ability to climb
- Effective communication skills

DESIRABLE QUALIFICATIONS

- Additional experience in this field
- Experience in a diverse workplace