



REVISED:  
10/16/2018

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| JOB TITLE:             | SCHOOL MAINTENANCE WORKER |
| DIVISION               | OPERATIONS SERVICES       |
| SALARY SCHEDULE/GRADE: | IB, GRADE 10              |
| WORK YEAR:             | 260 DAYS                  |
| FLSA STATUS:           | NON-EXEMPT                |
| JOB CLASS CODE:        | 8394                      |
| BARGAINING UNIT:       | CLAE                      |

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

| PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA |
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- 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
- Performs other duties as assigned by supervisor

| PHYSICAL DEMANDS |
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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 |
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- High School Diploma or G.E.D. with three (3) years 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 |
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Additional experience in this field