



REVISED: 07/17/2019  
Submitted: 07/16/2019

JOB TITLE:	WORKER SCHOOL MAINTENANCE
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	IB, GRADE 10
WORK YEAR:	260 DAYS
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