| **Job Title:** | Maintenance Person |
| --- | --- |
| **Supervisor:** | Director of Facilities/Site Principal | **Location:** | Ella B. Vernetti School |
| **Authorized Hours:** | 4 hours per day, M-F | **Classification:** | Classified/Hourly |
| **Days/Months:** | 9 months | **Range:** | D, starting at $20.47 DOE |

# Responsibilities

To perform the duties listed below with the overarching goal of maintaining the school and its support facilities, including all equipment and vehicles, in the best possible condition, within your time and capabilities.

# Qualifications

**Education:**  High School Diploma or GED.

**Experience:** At least two years of building maintenance experience. Post secondary education may be substituted for experience on a year-for-year basis.

# Job Duties

1. To communicate weekly with supervisors to discuss scheduling of work orders, training, and site visits; submission of reports and ordering of parts or materials, etc.
2. To conduct daily inspections of critical systems to ensure everything is functioning properly.
3. To complete required preventative maintenance work orders to maintain building components to include mechanical equipment, electrical fixtures, plumbing fixtures, lockers, door hardware, windows, roofing, floor coverings, stair railings, etc.
4. To record labor hours and material costs in computerized work order system and completes work orders on schedule.
5. To report conditions requiring corrective maintenance and coordinate with supervisors to complete repairs.
6. To complete assigned computer OSHA-required safety training on schedule.
7. To perform periodic inspections of facilities and bulk fuel tank farms and submits inspection reports to the maintenance department on schedule.
8. To report monthly fuel inventory and fire drills to the maintenance department on schedule.
9. To transfer fuel as needed from bulk storage tanks to point-of-use tanks.
10. To remove snow from the school campus ramps, stairs, and walkways.
11. To cut grass and brush on school campus to maintain a clean appearance.
12. To keep all maintenance rooms clean and organized.
13. To work a non-regular schedule to verify all systems are functioning.
14. Other duties as assigned. *Please note this job description is not intended to cover or contain all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*

# Equipment Used

# May be required to drive vehicles, snow machines, or four-wheelers for school purposes.

# May be required to use battery or electric powered tools including drills, circular saws, reciprocating saws, grinders, pumps, generators, compressors, floor wax removal equipment.

# etc.

# Independent Decisions

# Must have the ability to make decisions of a routine, job-related nature, based on School Board policy, district and/or building rules.

# Primary Working Contacts

# Administrators, teachers and students.

# Supervision

# School Principal and Facilities Department.

# Anticipated Environment

* Extended use of manual or portable power tools.
* Considerable bending, kneeling, stooping and crawling.
* Climbing ladders and scaffolding
* Working in areas of dust, fumes, and hazards
* Moderate to high levels of noise
* Working in confined areas such as attics and crawlspaces which may be dusty and dirty
* Handling of bulky materials up to 50 lbs. unassisted
* Lifting or moving heavier items with assistance of personnel and/or equipment
* Environmental hazards; petroleum spills, chemical spills, contaminated sites, etc.
* Physical agents (cold/heat stress, noise, hand-arm vibration, etc.)
* Heights of more than 6 feet above the ground (including roof top work)
* Welders, cutting torches, brazing tools, forklifts, scaffolding and ladders,
* Compressors and generators. Other miscellaneous hand and power tools.
* Personal computer, printer, scanner / fax machine, copy machine, telecommunication.

# Evaluation

# Annual written evaluation.