

## Maintenance Worker

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Reports To: Operations Manager

Length of Assignment: 12 months (dependent upon budget)

Tour of Duty: 7:30 a.m. – 4:00 p.m. Monday – Friday (Supervisor may assign an alternate tour of duty)

Employment Status: Hourly/Non-Exempt

**Primary purpose:** The Maintenance Worker will perform preventative maintenance and repair duties to ensure that all school buildings, school housing, and outlying buildings are maintained, kept in good repair and will provide a safe environment for students, staff and tenants. Will transport students as required; Non-CDL Driver will operate a passenger SUV.

**Responsibilities:** Duties of this job include, but are not limited to:

1. Receives work schedules from Lead Facilities Maintenance Man; and will establish own routine maintenance schedules
2. Performs preventative maintenance by doing minor repairs to plumbing fixtures, i.e., leaking faucets, pipes, clogged drains, dishwashers (school kitchen); install commodes, sinks
3. Repairs electrical outlets, changes light bulbs, lighting ballasts, light switches; installs bathroom fans; can do minor HVAC duties, minor maintenance on heating equipment, maintenance on residential furnaces
4. Repairs damaged floors, replaces tile, assists with minor construction projects i.e., building decks, porches, hanging drywall, painting classrooms, tenants' houses
5. Replace windows, window screens, repairs, and installs interior and exterior doors, screen doors, installs locksets, deadbolts
6. Cleans up job site, keeps all tools and equipment in good working condition; notifies Supervisor of any supplies needed to complete assignments; maintains an inventory of supplies and lets the Lead know when inventory needs replenishing
7. Is required to maintain records by keeping track of work tickets completed to include all time and materials used in performing the tasks.
8. Will transports students daily, according to daily routes assigned; may be asked to perform additional transportation assignments, i.e., after school activities.
9. Performs other duties as assigned.

### Qualifications

- Must possess a High School Diploma or GED certificate
- Demonstrated experience in various trades, but can be lower than a journeyman level.
- Working knowledge of minor maintenance and repair of to keep buildings in good repair.
- Must be able to adhere to safety procedures to do physical risks
- Requires frequent lifting, moving, carrying, pushing, pulling of 50 lbs or more.
- Requires frequent standing, walking, stooping, kneeling, and crouching
- Work may involve exposure to unusual elements and extreme temperatures.
- Must possess/obtain and maintain a legal driver's license.
- Must be able to pass a physical as required by Personnel Policies and Procedures