

MAINTENANCE WORKER – GENERAL

JD LOCATOR: 4.21.1

Adopted: _____
Revised: 8/02, 9/09

REPORTS TO:	Director of Maintenance/Facility Safety Advisor
CLASSIFICATION:	Classified
FLSA STATUS:	Non-Exempt
TERMS OF EMPLOYMENT:	Salary and work year as reviewed and established annually by the Board of Education
EVALUATION:	Performance of this position will be evaluated regularly in accordance with the Board's policy on the evaluation of classified staff.

JOB SUMMARY

To perform maintenance work which will help to maintain the school district's buildings, grounds, and equipment in the best working order possible. To help provide a safe learning environment for the students of the Waynesville R-VI School District.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual holding this position and additional duties may be assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

NOTE: Reasonable accommodations will be made, if necessary, to enable individuals with disabilities to perform the essential functions.

1. Maintains a good working relationship with other maintenance workers so a team effort can be enhanced.
2. Maintains the proper appearance and demeanor while fulfilling job requirements.
3. Reports to work punctually according to the time schedule set by the Maintenance Director. Maintains a good work attendance record.
4. Seeks advice and follows directions of the Maintenance Director.
5. Exercises due care, concern, and know-how in using the school district's tools and equipment in the process of maintenance work.
6. Wears proper safety equipment while working with all equipment.
7. Assists maintenance specialists as assigned by the Maintenance Director.
8. Operates a variety of tools and equipment.
9. Performs minor maintenance repairs.
10. Performs grass cutting and trimming.
11. Removes snow/ice during incimate weather.
12. Responds to trouble calls that occur during normal working hours.
13. Responds to emergency calls that may occur after normal working hours.
14. Transports and stores school supplies and equipment by various school locations.
15. Cleans all boilers at set times when assigned by the Maintenance Director.
16. Runs boilers during late evening and early morning hours when assigned by the Maintenance Director.
17. Performs small electrical jobs as assigned.
18. Remains knowledgeable of custodial supplies and equipment that are available in order to help the maintenance department purchase supplies.
19. Serves as substitute driver for the district's mail/delivery van.
20. Keeps warehouse in order.
21. Performs other job duties or responsibilities necessary for the operation of the maintenance department as assigned by the Maintenance Director.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATION REQUIREMENTS: *The individual must be able to perform each essential job duty and responsibility satisfactorily. The following requirements are representative of the knowledge, skills, and/or abilities needed to perform the job at a fully acceptable level.*

EDUCATION, EXPERIENCE, AND/OR CERTIFICATION

1. High school diploma or equivalent.
2. Valid Missouri vehicle operator's license and the ability to access Fort Leonard Wood.
3. Be asbestos certified.
4. Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities to perform the essential functions of the position.
5. Such alternatives to the above qualifications as the Board may deem appropriate or acceptable.

COMMUNICATION SKILLS

1. Ability to write reports and correspondence consistent with the duties of this position.
2. Ability to communicate clearly and concisely both in oral and written form using a variety of communication techniques and tools to ensure the appropriate flow of information, collaborative efforts, and feedback.
3. Ability to read, analyze, and interpret information.
4. Ability to effectively present information and respond to questions, inquiries, and/or complaints.
5. Displays courtesy, tact, and respect when dealing with others.

MATHEMATICAL SKILLS

1. Ability to perform basic math using whole numbers, common fractions, and decimals consistent with the duties of this position.

REASONING ABILITY

1. Ability to interpret and apply a common sense understanding to a variety of instructions and information furnished in written, oral, diagram, or schedule form.
2. Ability to identify and define problems, collect and analyze data, establish facts, and draw valid conclusions.

OTHER SKILLS AND ABILITIES

1. Maintains appropriate confidentiality.
2. Promotes a harassment-free environment.
3. Establishes and maintains effective working relationships; demonstrates a commitment to teamwork.
4. Ability to learn and properly utilize various machines/equipment especially as machines/equipment are upgraded.
5. Ability to learn and upgrade job skills in order to meet changing demands of the position.
6. Ability to react well under pressure, handle and balance multiple demands at one time, work with frequent interruptions, and perform duties and tasks at expected levels of professionalism.
7. Extensive knowledge of and ability to perform duties in full compliance with all district, Board of Education, state and federal laws, methods, requirements, policies, procedures, and activities pertinent to the duties of this position.

8. Ability to work independently with minimum supervision.
9. Ability to use independent judgment and demonstrates initiative to act without being asked.
10. Trustworthy to be responsible for all keys in the district.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to stoop, kneel, crouch, or crawl. The employee is occasionally required to sit; climb or balance; talk or hear and taste or smell. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 75 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock and vibration. The noise level in the work environment is usually moderate.

ACKNOWLEDGMENT

I have received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.

Employee's Signature	Date	Supervisor's Signature	Date
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