

JOB DESCRIPTION
MAINTENANCE 1
SCHOOL DISTRICT OF PITTSVILLE

REPORTS TO: Buildings and Grounds Director and Building Principal(s)

CONTRACT PERIOD: Year Round Position. Hourly/Non-Exempt, 40 hours per week, 2,080 hours per year.

JOB OBJECTIVE:

1. Assist the Buildings and Grounds Director in the operations of the Pittsville School District with primary emphasis in maintaining, cleaning and servicing of the District's schools.
2. Provide students with a safe, attractive, comfortable, clean, and efficient place in which to learn, play, and develop.

ESSENTIAL JOB FUNCTIONS

Maintenance:

1. Continually evaluate building conditions and needs by daily rounds.
2. Perform emergency repairs and cleaning services as necessary. Consult with the Buildings and Grounds Director as needed.
3. Maintains boilers: checks gauges and sets points. Notify proper personnel to call for major repairs or reset if needed.
4. Performs plumbing work such as repairing leaking faucets and showers, unclogging sinks and commodes, and similar work.
5. Performs various minor electrical work, check control panels and wiring to identify issues as needed.
6. Perform minor fixes, such as repairing broken locks, damage to wall, etc.
7. Install necessary appliances and equipment as needed.
8. Maintain grounds, including trimming, edging, mowing lawn, collecting trash and snow removal, etc.
9. Painting and striping of athletic fields.
10. Move furniture and equipment as required for various activities, or as directed.
11. Operate district vehicles and equipment for such duties as removing snow, cutting grass, delivering items, operating equipment, and performing related assigned tasks as required and or when assigned.
12. Assist the building principal with tasks related to the instructional program, activities, and special events, as directed.
13. Work with the Buildings and Grounds Director and the building principal for the entire building's healthful environment, safety, security, and selected operations.
14. When required, accept responsibility of closing and securing the building, turning off the lights, and other tasks the building(s) may require.
15. Performs related work and other duties as required or assigned by supervisor, building principal, or district administrator.

Cleaning and General:

1. Work with custodial staff, substitutes and seasonal help in the general cleaning and maintenance of the school buildings and grounds by performing the task or activities as directed.
2. Maintain the status of a safe, clean, healthful environment.
3. Complete personal cleaning schedule.
4. Complete required cleaning schedule for the areas assigned within the time provided.
5. Know and understand the assigned chemicals, their proper and safe use in the workplace.
6. Use and operate equipment. Know procedures and methods required to clean assigned areas for both routine and project cleaning.

MARGINAL JOB FUNCTIONS

1. Assist in remodeling and renovation work to buildings and grounds.
2. Note maintenance concerns and report to the Buildings and Grounds Director or the building principal.
3. Help and/or direct others in completing an assigned work area.
4. Remove snow, cut grass, deliver items, and operate equipment to perform related assigned tasks as required.
5. Set up for activities that result from building use.
6. Performs related work and other duties as required or assigned by immediate supervisor, building principal, or District Administrator.

PHYSICAL DEMANDS

1. Vision adequate with aid to read 10 CPI type from computer screen and printed page.
2. Hearing adequate with or without aid to hear normal spoken conversation.
3. Manual dexterity to operate office equipment, hand tools, hand power tools, and custodial cleaning equipment.
4. Keyboard skills; ability to retrieve and send messages from computers.
5. Ability to lift 75 lbs. Must be able to do continuous bending, stooping, twisting, carrying items, reaching, pushing, pulling, climbing stairs, walking and standing for long periods of time up to 8 hours.

WORKING CONDITIONS

1. Moderate or greater noise levels associated with the use of lawn equipment, vacuums, power equipment, and other mechanical equipment.
2. Extremes of temperature – usually room temperature with some exposure to outdoor temperature, freezers, boiler rooms, etc.
3. Possible hazards exist with the use of cleaning equipment, scrapers, body fluid clean up, chemicals, and the use of assorted tools.
4. Chemicals are used on a daily basis.
5. May at times be required to work at heights exceeding more than 10' off the ground.
6. May at times work in confined spaces, such as building tunnels.
7. General school environment including classrooms, storage spaces, mechanical rooms, boiler rooms, etc.

PERFORMANCE REQUIREMENTS

1. Ability to follow written and oral instructions.
2. Ability to give written and oral instructions.
3. Attend scheduled meetings and staff in-services as scheduled.
4. Must understand and be able to perform all custodial tasks.
5. Knowledge of proper cleaning and sanitizing methods.
6. Knowledge of proper safety measures needed for the work environment.
7. Ability to work assigned weekend hours when necessary.

WORKING RELATIONSHIPS

1. Must cooperatively be able to work effectively with co-workers, staff, students, management and administration, as well as the public directly or through other mediums.
2. Ability to work with others in a team environment.
3. Ability to accept direction from supervisors and follow work rules and procedures.
4. Ability to accept constructive criticism.

EDUCATION

Required: High School Diploma

Desired: Additional training or demonstrated experience in maintenance areas. Willingness to participate in employer and/or vendor sponsored training programs.

WORK EXPERIENCE

1. Fundamental knowledge of the basic purposes of education and understanding of the specific purposes of school building services.
2. Previous experience in professional cleaning.
3. Demonstrated knowledge, experience, and/or training in maintenance of buildings and ground.
4. Basic working knowledge of HVAC, plumbing, and electrical systems.
5. Experience working with tools, including hand and power tools.
6. Experience working with Skid Steer and lawn tractors.
7. General passion for creative problem-solving.

LICENSING

Required: Valid driver’s license.

Desired: Certification/training in various areas needed by the school district, such as pesticide application.

EVALUATION: The administration shall complete an evaluation in accordance with Board policy.

Approved by the Board of Education May 8, 2023.

Employee Signature

Date