**Sub Maintenance Worker**

Reports to – Maintenance Supervisor

Regular Hours Worked – as assigned

Terms of Employment – as assigned

Assumes responsibility for maintenance on campus pertaining to electricity, plumbing, HVAC, hardware, glass, carpentry, tile, mowing and moving items as necessary.

**PERFORMANCE RESPONSIBILITIES**

1. Performs preventative maintenance on campus as assigned.
2. Repairs minor breakdowns of maintenance on campus.
3. Makes withdrawals for all material used from stock.
4. Writes work orders on all work that has been completed.
5. Assumes responsibility for proper use of tools assigned and security of the tools.
6. Assumes responsibility for personal safety and the safety of others regarding the assigned job.
7. Provides information to the Director of Maintenance for materials to be purchased to complete building maintenance.
8. Performs other duties as assigned by the Maintenance Supervisor.

**PHYSICAL DEMANDS**

The work is performed while standing or walking. It requires the ability to communicate effectively using speech, vision and hearing. 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 heavy 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**

1. High School Diploma or G.E.D. with three (3) years successful experience in general maintenance

2. Ability to work with limited supervision

4. Basic skills in all maintenance trades

5. Ability to climb

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: July 21, 2011

Board Chairperson

Reviewed and agreed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee