

Building Maintenance Worker

Reports to – Maintenance ~~Director~~ Supervisor

Coordinates and performs custodial and maintenance duties to protect and preserve the school building, grounds, equipment and furnishings. Provides instruction and monitors assigned staff. Keeps the building principal and supervisor of maintenance informed about maintenance concerns and emerging issues. Maintains and operates all grass cutting equipment, supervises grass cutting crew, keeps all grass cut in assigned area, and assures foreman that operation rules and lawn care program are followed.

PERFORMANCE RESPONSIBILITIES

1. Performs preventative and predictive maintenance in building as assigned
2. Repairs minor breakdowns of maintenance in assigned building
3. ~~Makes withdrawals for all material used from stock.~~
4. Answers all Help Tickets that are assigned according to department procedures in a timely fashion. ~~Writes work orders on all work that has been completed within the assigned building.~~
5. Assumes responsibility for proper use of tools assigned and security of the tools within the building.
6. Assumes responsibility for personal safety and the safety of others regarding the assigned job.
7. Provides information to the Maintenance Supervisor ~~manager of renovations~~ for materials to be purchased to complete building maintenance.
8. Performs other duties as assigned by the Maintenance Supervisor ~~Director~~
9. ~~Supervises assigned staff, schedules subs, coordinates custodial schedules in collaboration with Maintenance Director~~
10. ~~Supervises assigned staff, schedules substitutes as needed; coordinates schedules in collaboration with Director of Maintenance.~~
11. Monitors building conditions during working hours. Recognizes when problems may be developing and immediately reports suspected problems and/or unsafe conditions to the building principal ~~immediately~~. Maintains clear routes to fire exits.
12. Coordinates preparation and clean-up activities for building events
13. Monitors inventories and reorders supplies to maintain reliable service levels
14. Complies with safety regulations and environmental laws. ~~Ensures that custodial supplies are labeled and stored safely.~~
15. ~~Works as an effective leader; demonstrates professionalism and contributes to a positive work environment~~
16. Keeps grounds in assigned area properly maintained.
17. Performs grounds work duties as needed.

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 medium 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~~
20. Basic skills in all maintenance trades

~~4. Ability to climb~~

~~5. Available to respond to building and/or service emergencies~~

~~36. Prefer Industry certification certification in Basic Trade (Plumbing, electrical, HVAC)~~

Approved by: _____
Board Chairperson

Date: June 19, 2018

Revised: _____

Reviewed and agreed by: _____
Employee

Date: _____

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1. High School Diploma or G.E.D. with three (3) years successful experience in general maintenance
2. Basic skills in all maintenance trades
3. Prefer Industry certification

Approved by: _____
Board Chairperson

Date: July 16, 2019

Reviewed and agreed by: _____
Employee

Date: _____