

**POWELL COUNTY SCHOOLS  
JOB DESCRIPTION**

**POSITION TITLE:** Maintenance Worker I

**REPORTS TO:** Director of Buildings and Grounds and Lead Maintenance Worker

**BASIC FUNCTION:** Perform unskilled to semi-skilled maintenance, repair and construction of District buildings and equipment; perform semi-skilled to skilled work on one or more of the building maintenance trades; assist journey-level personnel as needed. Maintenance Worker I incumbents perform routine and unskilled to semi-skilled maintenance and repair to buildings and equipment, assist maintenance personnel with maintenance projects and work alone on less difficult projects or assignments.

**REPRESENTATIVE DUTIES:** The terms of employments are designated by the contract.

- Assist in performing unskilled to semi-skilled maintenance, repair and construction of District buildings and equipment in one or more of the building maintenance trades including locksmith, carpentry, electrical, painting, plumbing, heating and air conditioning.
- Assist journey-level trade workers and maintenance personnel with a variety of maintenance, repair and construction; perform independently on less difficult projects and assignments as assigned.
- Assist locksmith to install, adjust, repair and replace locks and door hardware; inspect locks for proper operation and implement a preventative maintenance program for locking mechanisms, panic bars, door closures and other hardware; re-key and re-pin locks as needed and maintain related charts and records.
- Assist in the construction, installation and maintenance of roofs, furniture, fences, bookshelves, cabinets shelving, chalkboards and bulletin boards.
- Assist in installation, repair and maintenance of gas and water lines, heating and cooling equipment, electrical fixtures and outlets, replace broken toilet seats, flush valve diaphragms, seals and gaskets; clean plugged drains, stop leaks, adjust water pressure and clean work area upon completion of work.
- Assist in the installation, repair and replacement of carpet, floor ceiling tiles, repair blinds and shades; install dispensers and repair or install bathroom stalls,
- Assist in making minor electrical and mechanical repairs on such equipment as vacuum cleaners, buffers, electrical clocks, washing machines, dryers, refrigerators and other small appliance.
- Prepare surface for painting, mix paints, finish and other coatings and apply to equipment, buildings, furniture and District facility structures.
- Assist in the construction of forms and metal work, pour concrete and perform finish work, perform masonry, repair and construction with brick and clock.
- Strip, wax and buff floors, wash windows; clean carpeted areas, sweep and wash sidewalks and classrooms; and perform a variety of related custodial duties,
- Maintain records of time, cost and materials needed in the maintenance and repair of District equipment and facilities; prepare work orders for more difficult and complex repairs or larger work projects.

- Operate a wide variety of tools and equipment including motor vehicles, forklift, key cutting machine, electrical cart, steam cleaner, grinder, stripper, waxer, buffer, carpet cleaner, power hand tools, saws and hand tools used on the building maintenance trades.
- Assist with other duties such as tree removal, assembling and moving furniture and setting up chairs for events on and off campus.
- Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

- Tools, equipment, methods and materials used in unskilled to semi-skilled maintenance in at least one of the building maintenance and construction trades
- Operation and use of hand and power tools and equipment
- Requirements of maintaining buildings and facilities in good repair
- Requirements of maintaining school buildings in a safe, clean and orderly condition
- Cleaning equipment, tools, materials and supplies used in custodial work
- Basic record-keeping techniques
- Health and safety regulations and procedures
- Proper methods of storing equipment, materials and supplies
- Proper lifting techniques
- Basic shop math

### **ABILITY TO:**

- Perform semi-skilled work in the construction, renovation, maintenance and repair of building, facilities and furniture
- Operate basic maintenance tools and equipment
- Assist skilled personnel in the maintenance and repair of buildings and facilities
- Use common cleaning equipment and supplies safely and efficiently
- Move and arrange furniture and equipment for meetings and special events
- Observe and report safety hazards and need for maintenance and repair
- Maintain routine records related to work performed
- Understand and follow oral and written directions
- Communicate effectively both orally and in writing
- Work cooperatively with others
- Meet schedules and time lines
- Observe health and safety regulations
- Lift heavy objects
- Observe legal and defensive driving practices

### **EVALUATION:**

Evaluation will be conducted annually by the Buildings and Grounds Director according to the Powell County District Classified Employee Evaluation Plan

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and one year experience in building and mechanical maintenance and operations experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid Kentucky driver's license

<b>Most recent approval by the Powell County Board of Education</b>	<b>Date:</b>
<b>Printed name of employee receiving job description.</b>	
<b>Employee Agreement: I have read and fully understand the foregoing job description and am aware of nothing that would prohibit my performing those duties in a competent, efficient manner.</b>	
<b>Employee Signature:</b>	<b>Date:</b>

