

DATE:

06/16/2025

AGENDA ITEM (ACTION ITEM):

Consider / Approve abolishing the position of Assistant Maintenance Supervisor and replacing it with one (1) full-time General Maintenance Worker allocation with the attached new job description.

APPLICABLE BOARD POLICY:

01.11 General Powers and Duties of the Board; 03.233 "Duties": Job Description

HISTORY/BACKGROUND:

The Assistant Maintenance Supervisor position became vacant as of July 1, 2025. The Operations team reviewed the responsibilities of this position and determined the position could be eliminated in favor of a General Maintenance Worker position with the job-description reflecting day-to-day, hands-on responsibilities to perform work orders, and preventative maintenance.

FISCAL/BUDGETARY IMPACT:

Net savings of approximately \$40,000 to the general fund with the final amount dependent on the years of experience of the selected candidates.

RECOMMENDATION:

Approve abolishing the position of Assistant Maintenance Supervisor and replacing it with one (1) full-time General Maintenance allocation with the attached new job description.

CONTACT PERSON:

Brian E. Vanover, Assistant Superintendent

Principal/Administrator



District Administrator



Superintendent

Kenton County School District
Job Description: General Maintenance Worker
Job Class Number:

TITLE: General Maintenance Worker

QUALIFICATIONS:

1. High School Diploma; vocational training or certification preferred
2. Valid Driver's License in good standing
3. Preferred experience in general maintenance or related field

REPORTS TO: Maintenance Supervisor, or designee

SUPERVISES: None

JOB GOAL: Performs a variety of maintenance tasks related to the upkeep and repair of all District facilities, equipment, and grounds to ensure a world-class, safe, and efficient learning environment for students and work environment for staff.

PERFORMANCE RESPONSIBILITIES:

1. Performs routine inspections and general maintenance of facilities, equipment, and systems
2. Ability to work independently and manage multiple tasks
3. Repairs basic plumbing, electrical, HVAC, carpentry, and mechanical issues
4. Accesses the District work order system to view assigned and outstanding work orders and completes assigned work orders within assigned timelines; updates the work order system to reflect work status and completion
5. Properly completes, records, and maintains various maintenance and inspection logs
6. Assists with seasonal tasks such as snow removal, landscaping, and pest control
7. Assists with the pickup and delivery of mail, packages, equipment, furniture, or other items as assigned by the supervisor or designee
8. Ensures district provided vehicles and equipment are regularly serviced and kept in clean condition and good working order; drives and operates vehicles and equipment in a safe and courteous manner while obeying all traffic laws
9. Ensures compliance with all safety regulations and District policies/procedures
10. Performs other duties as assigned by the supervisor or designee

PHYSICAL DEMANDS

- Lift floor to table up to 50 pounds/lift table to chest up to 50 pounds/lift overhead up to 40 pounds
- Carry up to 50 pounds
- Climb ladders up to 20 rungs
- Climb steps 50 up/down
- Push/Pull up to 75 pounds
- Prolonged periods of standing
- Indoor and outdoor work environment of varying weather and temperature conditions

TERMS OF EMPLOYMENT:

- Days per fiscal year: 245
- Salary Schedule: G10
- FLSA Status: Non-Exempt

Kenton County School District
Job Description: General Maintenance Worker
Job Class Number:

EVALUATION: Maintenance Supervisor or designee

APPROVED: