

TITLE: Maintenance

REPORTS TO: Superintendent

FAIR LABOR STANDARDS ACT (FLSA): Non-Exempt. This position is an hourly position.

QUALIFICATIONS:

I. General

1. High School Diploma.
2. Submit to a criminal history check as required by the school district.
3. Be at least 21 years of age at the time of initial employment.
4. Be physically able to perform the various tasks.
5. Have the necessary aptitudes for the work.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
7. Must be proficient in English both oral and written.

JOB GOALS:

1. To maintain the physical school plant in a condition of operating excellence so that full educational use of it may be made at all times.
2. To provide students with a safe, attractive, comfortable, clean, and efficient place in which to learn, play, and develop.

ESSENTIAL JOB FUNCTIONS:

I. Personal Qualities:

1. Presents a positive attitude by appearance, personal neatness, personal habits and punctuality.
2. Communicates and works cooperatively with other members of the staff and public.
3. Is neat in appearance and dresses appropriately for the position.
4. Maintains confidentiality and honesty in performing assigned tasks.
5. Functions in a positive attitude where there is pressure, frequent interruptions, and in an atmosphere which may be stressful.

II. General Duties

1. Examines school buildings on a regular basis for needed repairs and maintenance.
2. Makes required repairs.
3. Establishes and recommends priorities on repair projects.
4. Develops a system for dealing with emergency repair problems with efficiency.
5. Orders materials and supplies as needed, and make recommendations of supplies and equipment for purchase.
6. Regulates heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to insure economical usage of fuel, water, and electricity.
7. Performs such yard keeping chores as grass cutting, tree trimming, and the like, as necessary, to maintain the school grounds in a safe and attractive condition.
8. Reports major repairs needed promptly to the Superintendent.
9. Maintains on a regular schedule all motors and other mechanical equipment requiring scheduled servicing.
10. Conducts an on going program of general maintenance, upkeep, and repair.
11. Moves furniture or equipment within the buildings as required for various activities and as directed by the Superintendent.
12. Complies with local laws and procedures for the storage and disposal of trash, rubbish, and waste.

13. Cleans and maintains all boilers and other major equipment.
14. Supervises and participates in necessary painting and general repairs to plumbing, electrical, carpentry, and general mechanical areas.
15. Requisitions and receives supplies and equipment, and maintains necessary inventories.
16. Assumes responsibility for the general fire safety of the buildings.
17. Strives constantly to promote the safety, health, and comfort of the students and employees.
18. Inspects and maintains fire alarm systems and fire extinguishers on a regularly scheduled basis.
19. Conducts a monthly safety and health condition inspection of school buildings and grounds.
20. Follows all District policies and those contained in the appropriate district handbook.
21. Accesses a computer and checks on announcements and notices on a daily basis.
22. Uses a computer to complete employment data on a daily basis including but not limited by days and/or hours worked, days absent and/or present and relevant history such as sick leave and personal leave.
23. Performs other tasks as assigned by the Superintendent.

III. Timeliness

1. Manages time properly.
2. Returns requested information by the date and time specified.
3. Attends all meetings as required; attends in a prompt manner, and remains throughout the meeting.
4. Arrives on times and works scheduled hours.
5. Notifies the Superintendent in event of illness.
6. Promptly informs the Superintendent of problems that need attention.

Physical Qualifications: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. If this position is shared between campuses, driving may be necessary. Employee may use hands for repetitive single grasping, pushing/pulling, and fine manipulation.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, stoop, kneel, crouch, bend, twist, or climb. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

The employee must frequently lift, carry, and/or move up to 50 pounds, and occasionally lift, carry, and/or move up to 100 pounds.

Terms of Employment: Maintenance personnel will be employed for up to 12 months per year. Wage and benefits are as outlined and agreed to in the collective bargaining agreement between Monroe School District #1J and OSEA Chapter #83.

Mandatory Child Abuse Reporting: As mandatory reporters (ORS 419b.010) all employees are required to immediately report to Law Enforcement and/or Department of Human Services any instance of suspected child abuse.

Evaluation: Performance of this position will be evaluated annually.

Reviewed by: _____ **Date:** _____