

## MAINTENANCE

**REPORTS TO:** Administration

**FLSA Designation:** Non-Exempt

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### **UNIVERSAL OBLIGATIONS/EXPECTATIONS OF EACH STAFF MEMBER**

It is the expectation of the District that each staff member will: (1) put the safety, health and well-being of students at the forefront of all actions, job responsibilities and decisions, and (2) undertake all duties in alignment with the District's Strategic Plan.

#### **ESSENTIAL FUNCTIONS:**

Performs unskilled and semiskilled duties in a variety of trades.

Keeps plumbing and drainage systems clear and in working order.

Performs painting, carpentry, and other maintenance duties alone or as a member of a crew.

Does minor repair work on doors, windows, roofs, floors, and other building parts.

Performs required custodial and grounds-care duties.

Assembles furniture and other structures.

Makes minor adjustments and keeps equipment in good repair.

Works with school administrators in scheduling and coordinating maintenance and repair of buildings, equipment, and other District property.

Recommends repairs and refurbishing needs; prepares rough estimates of material and labor costs and work procedures, coordinating with administration as appropriate.

Recommends new equipment purchases.

Assists in preparation of maintenance budget.

May perform skilled work in various construction and/or maintenance trades.

Keeps operational records and prepares routine reports.

Responsible for boiler maintenance and keeping updated in boiler licensing requirements.

Orders, receives, stores, and distributes supplies.

Ensures proper care, cleaning, repair, and replacement of equipment.

Assists in maintenance and replacement of asphalt, concrete, and fencing.

Requisitions materials and equipment to maintain stock levels.

Identifies animal and insect problems and takes appropriate corrective action.

Arranges for new planting, transplanting, and removal or reconditioning of shrubs, lawns, and trees.

Some knowledge of mechanics, including but not limited to bus bodies, tires, transmissions, braking systems, etc.

*Only minimum duties are listed. Other functions may be required as given or assigned.*

**DESIRED MINIMUM QUALIFICATIONS:**

- At least two years work experience in general maintenance, building, and construction work. A combination of training and experience which provides the required level of knowledge and skill, which would include a high school diploma or equivalent.
- Valid Montana driver's license.
- Knowledge of basic tools, equipment, terms, and practices used in building maintenance and repair work.
- Knowledge of basic safety practices related to maintenance, grounds care, and custodial work.
- Knowledge of common hand and power tool usage.
- Use tools, material, and equipment involved in general building maintenance work including painting, plumbing, glass installation, etc.
- Work from plans and specifications.
- Plan and organize details of a work schedule efficiently.
- Work effectively without close supervision.
- Maintain records and prepare reports, as required.
- Perform heavy physical labor.
- Understand and carry out oral and written instructions.
- Maintain cooperative working relationships with those contacted in the course of a workday.
- Ability to handle stressful situations.
- Ability to effectively manage time and responsibilities.

**EQUIPMENT USED:**

Hand and power tools, vehicles, large equipment, vacuum, polishers, strippers.

**WORK ENVIRONMENT:**

While performing the duties of this job, the employee regularly works inside and outside. The employee must be able to meet deadlines with severe time constraints.

The noise level in the work environment is usually moderate but can be noisy, depending upon the task at hand.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to walk, stand, travel from one building to another, push heavy equipment, twist at neck and waist, reach, kneel. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. May be required to lift and/or carry up to 50 pounds.

**MENTAL/MOTOR DEMANDS:**

While performing the duties of this job, the employee often performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are usually unavailable. The employee frequently works within time constraints and maintains attentiveness intensity. The employee may be involved in interactions which require oral and written communications.

*The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations shall be made to enable individuals with disabilities to perform the essential functions.*

**For those classified employees employed under a written contract for a specified term, nothing contained in this job description shall create a property right beyond the specified duration of the employment contract.**