

Otsego Public Schools Job Description

JOB TITLE: Maintenance Worker

REPORTS TO: Building and Grounds Supervisor

GENERAL SUMMARY:

Performs inspections, maintenance and repairs to ensure that all students, staff and the community are provided a safe, attractive, clean and healthy environment for learning and work.

QUALIFICATIONS:

The Maintenance Worker shall:

1. Have earned a high school diploma or its equivalent.
2. Hold and maintain a valid driver's license for the type of equipment to be driven, with no serious violations.
3. Demonstrate knowledge, a minimum of three years of experience, and proficiency in several areas of maintenance (e.g., plumbing, painting, carpentry, masonry/ concrete/ tile, window glazing, electrical, mechanical, HVAC systems, roof repair, plastering/ spackling, field/playground maintenance, furniture repair, and small engine repair).
4. Have excellent integrity and demonstrate good moral character and initiative, and be able to work independently.
5. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
6. Demonstrate the ability to communicate effectively in English, using proper grammar and vocabulary.
7. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.

JOB FUNCTIONS AND RESPONSIBILITIES:

The Maintenance Worker shall:

1. Perform general maintenance and repair tasks in a variety of areas and as assigned by the Building and Grounds Supervisor and in accordance with all applicable codes and regulations.

2. Perform only those maintenance and repairs that do not require a license, or perform maintenance and repairs under the direct supervision of a licensed technician.
3. Change, wash and cut filters for air conditioners, check for bad bearings; and install commodes, lavatories and urinals.
4. Ensure that the work site and conditions are safe.
5. Perform assignments relating to insuring all schools and district sites are able to safely open and function when assigned. This includes working cooperatively with custodial employees.
6. Perform regular inspections of equipment and systems, reporting any abnormalities and hazards immediately.
7. Respond to emergency situations and perform necessary repairs.
8. Use the work order system, making sure that work orders have been written and approved before performing tasks, except in emergency situations.
9. Keep a log of all maintenance functions and repairs performed.
10. Recommend repairs or procedures that are beyond the scope of responsibilities, skill, or experience, outlining the work needed and specifications required of an outside contractor, and supervising the quality of the work performed by outside vendors.
11. Ensure that all applicable fire, safety, health, and environmental regulations and laws are observed and exceeded.
12. Maintain an adequate supply of parts and supplies usually used in repairs, and request needed supplies through the established procedures of the district.
13. Operate and maintain in a safe and operational condition all tools and equipment necessary to carry out job functions and responsibilities.
14. Remove snow and ice by shoveling, plowing, and/or sanding walks, driveways, parking areas, and steps, and grade landscaping and distribute salt when needed.
15. Report immediately any damage or vandalism to facilities, or theft of equipment.
16. Make recommendations for improvement in the effectiveness and efficiency of the maintenance operations of the district.
17. Display a cooperative and pleasant attitude at all times, particularly when in the presence of staff, students, and community visitors.

18. Use computers and/or electronic equipment to fulfill job functions.
19. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
20. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
21. Participate in appropriate in-service and workshop programs and attend any required meetings.
22. Display ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.

2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EMPLOYMENT TERMS:

The Maintenance Worker shall be employed under the following terms:

1. Work year of twelve months; 8 a.m. – 4 p.m. (start and end times may be adjusted on days when snow removal is required).
2. Salary, benefits, leave time, and conditions specified in the Employee Handbook for Non-Union Support Staff.
3. Conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education.

EVALUATION:

The Building and Grounds Supervisor or designee shall evaluate the Maintenance Worker in accordance with this Job Description, and such other criteria as shall be established by the Board of Education.