

Maintenance Craftsperson Qualifications/Duties

Position Title: Maintenance Craftsperson
Immediate Supervisor: Director of Maintenance
Work Year: 12 Months
Work Day: 8 Hours (7:00 a. m. – 3:30 p. m.)
Work Week: 40 Hours
Issued Date: 09/16/08
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POSITION SUMMARY

Perform general repairs, modifications, and related work are required to maintain district facilities in the most cost efficient and effective manner possible. Perform other duties as assigned.

EDUCATION AND EXPERIENCE

- A minimum one year of experience in maintenance or custodial activities preferred.

QUALIFICATIONS

Demonstrate the ability to:

- Perform duties under general supervision,
- Utilize initiative and good judgement in the carrying out of assignments,
- Work cooperatively with the principal, teachers, administrators, and support staff,
- Perform repetitive tasks according to basic established procedures,
- Maintain confidentiality of information associated with position,
- Understand instructions and underlying principles,
- Understand meanings of words and ideas associated with the position.
- Perform arithmetic operations quickly and accurately,
- Perceive pertinent detail in verbal or tabular material,
- Coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed,
- Move the hands easily and skillfully,
- Comprehend forms in space and understand relationships of plane and solid objects,
- Make visual comparisons and discriminations,
- See slight differences in shapes and shadings of figures and widths and lengths of lines,
- Move the hands and feet coordinately with each other in accordance with visual stimuli,
- Perform the essential functions and requirements of the job, and
- Must meet satisfactory health standards.

ESSENTIAL FUNCTIONS

- Perform carpentry and painting tasks.
- Make repairs and adjustments to items such as furniture, plumbing fixtures, locks, and light fixtures.
- Basic electrical knowledge
- Repair items such as carpets and replace floor tile.
- Replace broken windows.
- Repair structures including exterior walkways, ceilings and walls
- Able to identify and repair water leaks.
- Operate various hand and power tools in completing assigned tasks.
- Entry level knowledge of personal computers and district energy management software.

- Call for major repairs to vendors with description and with proper procedures (Purchase Order numbers).
- Knowledge of Heating Ventilation and Air Conditioning systems.
- Conduct comparison pricing with vendors for equipment.
- Must have bus license and update each year on training and physical exams. Must be available to drive regular morning and afternoon bus routes, field trips, and athletic teams.
- Maintain moving equipment for system. Receiving and delivery of mowing supplies, materials, and gasoline,
- Assist in ordering custodial supplies and materials.
- Knowledge of custodian duties.
- Knowledge of floor cleaning operations including stripping, waxing, and carpet cleaning.
- Assist in custodian training.
- Report safety violations to appropriate personnel.
- Respond after hours to police calls, and break-ins at school buildings.
- Organize warehouse.
- Update equipment, materials and supplies inventory on computer.
- Complete asbestos exposure required medical examination within 30 days of employment and within 30 days of termination and every three years while employed.
- Be available to work overtime (including weekends) as needed.

OTHER RESPONSIBILITIES

- Performs other work duties or responsibilities as assigned by the Director of Maintenance or Director of Schools.

PHYSICAL DEMANDS

This position requires the lifting of objects not to exceed 50 pounds without the assistance and the wearing of a safety support belt and frequent lifting and or carrying of objects weighing up to 25 pounds. Other physical demands that may be required are:

- Lifting, carrying, pushing, and/or pulling.
- Climbing and/or balancing.
- Stooping, kneeling, crouching, and/or crawling.
- Reaching, handling, and/or feeling.
- Talking and/or hearing.
- Seeing
- Wearing of hard hat and orange shirt when working outside.

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK TO BE PERFORMED BY PERSON(S) ASSIGNED TO THIS POSITION. THEY ARE NOT INTENDED TO BE A COMPLETE LIST OF RESPONSIBILITIES, DUTIES AND SKILLS REQUIRED OF PERSON(S) SO ASSIGNED.