

MACKAY SCHOOL DISTRICT
Classified Job Description
General Maintenance Worker

Definition

Under general supervision, perform a variety of skilled work in several trades in the maintenance and repair of school facilities.

Work Schedule – Eight (8) hours per day, five (5) days per week. This is a twelve month position. Employee shall receive fifteen (15) vacation days per year and twelve (12) sick days per year.

Examples of Duties

- Independently, or with others, inspect buildings and equipment and perform necessary maintenance and repairs;
- Makes repairs to furniture, cabinets and other equipment;
- Installs window glass and makes repairs to locks, doors and closures;
- Installs, services and maintains electrical component systems and equipment to include, but not limited to switches, clocks, plugs, lighting, controllers and circuit breakers;
- Installs, maintains and repairs plumbing fixtures such as flush valves, faucets, dishwashers, drinking fountains, and pipes;
- Repairs pumps, checks and maintains heating units, stoves, and hot water boilers;
- Repair and maintains air vents (filters every 3 months), electrical pilot lights, water gauges, electric motors;
- Make repairs to equipment that may need arc or gas welding;
- Repairs, maintains fences and sprinkler systems;
- Paint rooms or hallways as directed, paint as needed for touch up or graffiti;
- Performs minor repairs, cleaning and adjustments to building fixtures and equipment;
- Consult with administration regarding any repairs above that maintenance is unable to perform and oversee the replacement thereof if directed;
- Submits records of cost estimates, tools, equipment and repairs to the business office and order coal, filters, and cleaning and maintenance supplies as needed;
- Confers with the principals and or superintendent regarding any problem with the care and or cleaning programs in the district;
- Prepares work schedules for other custodial workers and addresses any problems regarding their work or equipment and document as needed;
- Oversees the district to ensure that it is in a clean and presentable manner and reports to the superintendent for direction;
- Daily check work orders in the business office, prioritize, and sign work order upon completion;
- Daily remove trash, wipe and remove tables in the multipurpose room, and sweep and mop floors after lunch meal service;

- Daily monitor boiler gauges and system to ensure that the system is in working order and that coal is distributed appropriately over augers;
- Weekly supervise cleaning of boiler tubes and units and ensure that boiler area is clean;
- Monthly vacuum coils on all refrigeration units in the lunch room and kitchen and monitor to ensure that all are in working order;
- Supervise lawn care including but not limited to mowing, weed eating, watering and picking up debris from school grounds;
- During winter months keep all sidewalks clear of snow and ice;
- Monthly unload commodity truck and store items in the appropriate areas;
- Monthly check and document all fire extinguishers, exit and emergency lights, and assist with fire drills;
- Monthly or as needed confer with and assist business office in monitoring maintenance budget;
- Semi Annually change all battery clocks for appropriate time;
- Annually (fall) contact, arrange appointment, and oversee that all sprinkler systems for the grounds are flushed prior to the first freeze;
- Annually (spring) contact, arrange appointment, and oversee that all lawn and summer cleaning equipment are checked and serviced prior to summer use;
- Annually move furniture from rooms to assist custodians for summer cleaning;
- Annually (spring) contact, arrange appointment, and oversee that the heating units are inspected and in proper working order and report outcome to administration;
- Annually (Summer) contact, arrange appointment, and oversee annual boiler cleaning and inspection and report outcome to administration;
- Annually (Summer) contact, arrange appointment, and oversee the inspection of the fire alarm system and report outcome to administration;
- Annually (Summer) contact, arrange appointment, and oversee annual care and inspection of and the indoor fire systems;
- Annually (Summer) contact, arrange appointment, and oversee inspection of fire extinguishers;
- Other duties as prescribed by the Superintendent.

Desirable Qualifications

Knowledge of:

- Tools, materials and terminology used in several of the building trades such as plumbing, electrical, heating and air conditioning;
- Safe shop and work practices;
- Electrical/mechanical codes;
- Laws affecting the maintenance and construction of school buildings;
- Basic arithmetic; work vocabulary and craft skills;
- Supervise and plan work of others.

Ability to:

- Use cleaning materials and equipment with skill and efficiency;
- Perform heavy physical labor;
- Work without immediate supervision;
- Be on call for emergencies;
- Understand and follow a work schedule;
- Maintain cooperative working relationships with students, staff and others contacted in the course of work;
- Estimate the scope of each work assignment and secure necessary tools and materials to complete the assignment;
- Apply the methods and practices followed in the maintenance of tools, machinery and equipment;
- Handle a variety of work orders and complete on schedule;
- Read and understand plans and specifications;
- Understand and carry out oral and written instructions;
- Basic computer skills;
- Attend classes or meetings as directed.

SPECIAL NOTE

This position requires more than general knowledge of several of the building trades such as electrical, heating and cooling systems, refrigeration, plumbing and boilers.

Please understand there are no contractual rights to this position. All classified positions with Mackay School District #182 are at-will positions and your employment may be terminated at any time, without cause.

Employee Signature _____

Date _____