SCHOOL DISTRICT OF SHEBOYGAN FALLS
POSITION DESCRIPTION

POSITION TITLE: **Maintenance**

REPORTS TO: **Facilities Manager**

LENGTH OF WORKYEAR: **12 Months**

BUILDING ASSIGNMENT: **As Assigned**

QUALIFICATIONS: As determined

JOB GOAL: The maintenance position in the district involves providing assistance and support to the Facilities Manager in all facets of the maintenance responsibilities of the district. As such, the position is a highly variable position requiring a flexible and skilled individual with the ability to meet the many maintenance needs that arise in an extensive physical plant as represented by the district's buildings and grounds. The individual in this position must possess a wide range of skills necessary as a building maintenance generalist. Working under varied conditions with time pressures and high work load is a regular part of this job. The individual selected for this position shall possess a high school diploma or the equivalent. The selected individual shall have a demonstrated record of employment stability and reliability as evidenced by past occupational experience. Additionally, the individual shall evidence an attitude or actual experience that will indicate suitability to work in a child centered environment. This will include, but not limited to: appropriate use of language, respect of property, concern for others, and willingness to assist when needed. This position is definitely slanted to the individual committed to this type of occupation as a skilled trade.

PERFORMANCE RESPONSIBILITIES:

1. Perform any and all general maintenance operations on building systems, equipment, vehicles, furniture, instructional equipment and buildings in general as shall be necessary. Such work shall be performed in cooperation with the Facilities Manager or singularly as the situation and demands warrant. The limits of responsibility shall be governed by the individual's demonstrated skills.

2. Maintain high standards of confidentiality, attendance, and flexibility, while working cooperatively with Supervisors and other employees.

3. The person selected should have education and or experience that evidences an ability to work with blueprints and technical illustrations of equipment that might be encountered in a building maintenance setting.

4. Participate in snow removal activities as the situation shall warrant and as he/she shall be assigned.

5. Maintain tools and equipment as shall be utilized in the maintenance functions of the district.

6. Participate in and/or perform preventive maintenance activities on any and all district building systems and equipment as shall be necessary under the direction of the Facilities Manager.

7. Function as a substitute custodian when a regular custodian is unavailable and needs warrants. This shall be at the discretion of the Facilities Manager.

8. Shall report all unsafe/unhealthy conditions observed on the buildings and grounds of the district to his/her respective supervisor.

9. Shall be able to lift 50 lbs. in a repetitive situation and work from stepladder at a height of 10 ft as well as from aerial lifts or scaffolding.

10. All other maintenance functions and tasks as shall be assigned by his/her supervisor.

11. Other responsibilities related to the position as shall be assigned by the employee's supervisor.