

POSITION DESCRIPTION COLCHESTER SCHOOL DISTRICT

POSITION: Maintenance Worker
DEPARTMENT: Maintenance & Custodial Department
REPORTS TO: Maintenance & Custodial Foreman
CLASSIFICATION: Non-Exempt (hourly), Grade B
PURPOSE: The Maintenance Worker is responsible for the routine maintenance and repair of all school facilities, grounds, and equipment as assigned.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Basic plumbing and electrical maintenance, troubleshooting and repairs; provide assistance to licensed plumbers and electricians on more skilled plumbing, heating system and electrical installation, upgrading and repair projects
- Interior and exterior painting, staining, varnishing including preparation of surfaces by cleaning, stripping and/or scraping, application of primers and final finishes
- General rough/finish carpentry repairs and basic construction tasks (both interior and exterior) involving doors, windows, walls, ceilings, floors, stairways, roofs, fences, staging, framing
- Installation/repair of plumbing fixtures
- Drywall installation, including taping and joint finishing
- Assist with special construction projects, such as erection of stages for commencement ceremonies, installation of fences, construction of stairways
- Assist with general grounds maintenance work, including mowing, pruning, clearing, snow removal, athletic field preparation
- Operate various heavy equipment used in grounds maintenance work, including snowplow, tractor, riding lawn mower, wheel-loader
- Lock installation and repair
- Utilize personal safety equipment in accordance with all VOSHA and department policies and procedures
- Ensure that all applicable work safety and security procedures are followed
- Report to Maintenance Foreman any mechanical, electrical, structural or other failures or malfunctions, which could lead to potential damage to a building and/or injury to building occupants
- Refer any major problems and/or complaints to the Maintenance Foreman
- Exhibit commitment to the School District's Vision Plan

Job Knowledge, Skills, and Abilities

- Knowledge of machines and tools, including their designs, uses, repair, and maintenance
- Knowledge of basic mathematic concepts and measurements
- Knowledge of carpentry relating to building maintenance, repair, and construction
- Performing routine maintenance on equipment and determining when and what kind of maintenance is needed
- Watching gauges, dials, or other indicators to make sure a machine is working properly
- The ability to work independently with little or no supervision
- The ability to read and comprehend simple instructions, short correspondence, and memos
- The ability to communicate courteously, efficiently and effectively with a variety of individuals, including students, staff, administrators, parents, and representatives of outside organizations
- The ability to be dependable, punctual, and to take the initiative

TOOLS/TECHNOLOGY REQUIREMENTS:

Power buffers, Welders, Adjustable wide-mouth pliers, Power saws, Adjustable wrenches, Compressed air gun, Drill bits, Dollies, Gauges or inspection fixtures, Ear plugs, Grinders, Rivet tools, Safety harnesses or belts, Safety glasses, Scaffolding, Screwdrivers, Welding tools, Straight edges, Forklifts, Saws, Hammers, Hard hats, Jacks, Ladders

DESIRED QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- High School Diploma (or GED or High School Equivalence Certificate), plus three to four years of relevant experience/training, or a combination of education and experience in the following areas:
 - Two years of experience in general maintenance with a background in electrical, mechanical, and/or plumbing trades
 - Carpentry experience related to building maintenance, repair and construction (rough carpentry, painting, drywall installation, and basic plumbing)
- Experience using commercial riding lawn-mowing equipment
 - Experience driving one-ton truck with snowplow required
- Valid driver's license

PHYSICAL/MENTAL DEMANDS:

- Frequently moves equipment/objects weighing up to 50 pounds (bleachers, tables, chairs, etc.) from one location to another
- Must be able to stay in a stationary position 90% of the time
- Must be able to effectively and efficiently operate under stressful situations including managing multiple priorities

WORKING CONDITIONS:

Work is performed both inside and outside (outside work is performed in variable weather conditions including heat, cold, wind, snow, and rain). Noise levels often warrant the use of protective equipment
Tasks can involve working at height (off the ground). Potential exposure to chemical and exhaust fumes, airborne particles (dust and dirt), and vibrations.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.