

SCHOOL DISTRICT OF ALTOONA

TITLE: Maintenance

REPORTS

TO: Building Principals/Maintenance Team Supervisor

JOB GOAL: Acts to perform or request maintenance work on the building and equipment, and works with the building principal to determine budget needs for the building. Work is generally performed in an independent manner. In general, maintains building security and the physical school plan and grounds in a condition of operating excellence so that full educational use of them may be made at all times.

REQUIRED QUALIFICATIONS:

1. High school diploma or formal equivalent.
2. Three- to five-years school building experience or experience in a related field.
3. Experience with heating, air-conditioning, plumbing, and electrical systems.
4. Must have mechanical aptitude and ability.
5. Has valid Wisconsin driver's license and a good driving record.
6. First Aid and CPR Certified (or secure within one semester).
7. Ability to lift and move 70 pounds.
8. Ability to perform all tasks of custodian.

PERFORMANCE RESPONSIBILITIES:

1. With Maintenance Team Supervisor, plans and oversees all building maintenance and repair work, maintaining a high standard of safety, cleanliness, and efficiency.
2. Works with the maintenance team supervisor/building principal to determine budget needs for the building.
3. Does snow removal and maintenance repairs on weekends and evenings as directed by the Maintenance Team Supervisor.
4. Does summer maintenance and cleaning projects as directed by the maintenance team supervisor/building principals.
5. Moves furniture as directed by principals/maintenance team supervisor.
6. Inspects fire alarm systems and fire extinguishers on a regularly scheduled basis, and coordinates same with maintenance team supervisor.
7. Makes recommendations to the maintenance team supervisor regarding major purchases.
8. Assists with the removal of snow, ice, athletic field maintenance, and other related grounds work.
9. Strives constantly to promote the safety, health, and comfort of the students and employees.

10. Reports all major mechanical or functional problems to the maintenance team supervisor.
11. Checks and secures building at the end of the shift.
12. Takes care of minor repairs including plumbing, carpentry, and electrical.
13. Checks on and does preliminary maintenance for heating and cooling systems.
14. Maintains records as needed.
15. Maintains boilers and equipment in proper working condition.
16. Checks in supplies.
17. Delivers stock within the buildings.
18. Maintains all district HVAC units and vents.
19. Performs other duties as assigned.

Salary to be established by the Board. Evening and weekend repairs or snow removal call-ins are included in salary. Overtime will be granted only for rotated activities.

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of support personnel.

Approved: 09/08/15