

I. JOB TITLE: Maintenance/Facilities Associate

II. REPORTS TO: District Maintenance Supervisor

III. GENERAL DESCRIPTION OF POSITION:

Assist in maintenance and protection of school property.

IV. GENERAL RESPONSIBILITIES:

- A. Preventative and corrective maintenance of facilities, equipment and grounds for entire school district.
- B. Work independently, seek out and initiate repairs.
- C. Valid driver's license, reliable transportation and tools necessary to perform duties.
- D. Coordinate with Contact Maintenance/Contractors.

V. ESSENTIAL DUTIES:

- A. Basic knowledge of hot water boiler heating systems, ability to troubleshoot and repair HVAC equipment, Pneumatic Controls and other associated mechanical devices. Responsible for the summer maintenance on all HVAC equipment.
- B. Basic knowledge in electrical, ability to troubleshoot and repair existing wiring including but not limited to outlets, lights, switches and other associated devices. Additionally, ability to install circuits to new areas as needed.
- C. Basic knowledge in plumbing, ability to troubleshoot and repair existing plumbing systems, including but not limited to toilets, urinals, sinks, water heaters, domestic hot and cold water lines and sanitary lines.
- D. Care for grounds and lawn maintenance equipment, including but not limited to lawn, trees, shrubs, athletic fields, parking lots and exterior lighting.
- E. Ability to construct and repair items made of wood and/or metal.
- F. Ability to work aloft (up to 30 feet) and to carry a minimum of 50 pounds.
- G. Must be able to distinguish colors adequately.
- H. Secure buildings after vandalism.
- I. Order and maintain selected custodial supplies and equipment.
- J. Assist district personnel as needed.
- K. Assist in special event set-up.
- L. Assist in snow and ice removal.

VI. AUXILARY DUTIES:

Perform other related duties as assigned.