

POSITION DESCRIPTION

TITLE:	Maintenance I – Hauling/Shuttle	SUPERVISOR:	Director of Buildings and Grounds
DEPARTMENT:	Buildings and Grounds	CLASSIFICATION:	Buildings and Grounds Bargaining Unit

I. Accountability Objectives:

This position is responsible for, under the supervision of the Director of Buildings and Grounds, weekly hauling and weekend shuttle, winter snow removal, and general maintenance. Position will be involved with maintaining and repairing the physical structure of buildings, furniture, and equipment, including construction and replacement of necessary shelving, cabinetry and like furnishings.

II. Position Characteristics:

Salary: On Schedule
Length of Contract: 12 Months
Work Day: 8 hour shift as assigned (W, TH, F, plus weekend shuttle)

III. Position Relationships:

Reports to: Director of Buildings and Grounds, principals in specific matters
Coordinates with: Other maintenance personnel, Director of Buildings and Grounds

IV. Position Qualifications:

A. Required Qualifications:

Must have general learning ability; ability to understand instructions and underlying principles of electrical and mechanical repairs in order to perform basic maintenance duties. Must pass the carpenters test. (A written, verbal, and related area performance examination may be one of the determining factors.)

B. Special Requirements:

1. Ability to physically perform hauling and snow removal duties.
2. Ability to possess a valid driver's license, prefer CDL certification.
3. Ability to perform general trade skills.
4. Ability to inspect equipment for wear and perceive details in manual and sketches for minor repairs.
5. Ability to read and record written directions and manuals.
6. Ability to use hand and power tools to dismantle, repair, and assemble equipment.
7. Ability to work in a timely manner, properly, accurately, with sufficient knowledge and with all around job ability.
8. Ability to relate with other workers and with school staff in an agreeable and cooperative manner.

V. Position Responsibilities:

- A. Coordinates and plans hauling; performs snow removal duties.
- B. Operates special equipment, such as tractor, front end loader, snowblower, riding mower and sweeper.
- C. Performs weekend shuttle duties as prescribed by the duties of the assignment.

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- D. Repairs and maintains wood work and furniture, using portable power equipment where needed. Applies and installs new types of building materials, plastics, metals, and hardware.
- E. Makes simple electrical repairs including replacement of fuses, ballasts, etc.
- F. Patches and repairs cement, mortar, plaster and drywall.
- G. Makes minor plumbing and pipe repairs. Services faucets, drains and sanitary fixtures. Makes sweated joints and installations.
- H. Repairs glass, broken equipment, storm windows and screens.
- I. Measures and sketches for minor sheet metal installations, repairs roofing and spouting. Solders and rivets.
- J. Monitors heating and ventalating systems. May be required to perform minor servicing on low pressure boiler; calibrates thermostats.
- K. Builds cabinetry, paints, varnishes, and refinishes wood work.
- L. Responds to weekend calls from alarm company.
- M. Plows snow when assigned.
- N. Performs other duties as assigned.

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