

## **Maintenance Staff** – Job Description

Reports To: Maintenance Director

Qualifications: Valid Driver's License  
High school diploma or GED Certificate  
Vocational School Technical Training Preferred  
Ability to read, analyze, and interpret blueprints and other professional documents pertaining to job.  
Ability to troubleshoot problems, involving HVAC systems, plumbing, and electrical systems.  
Demonstrated Expertise in Field

### Duties:

1. Is present at work everyday, on time, and performs all duties as assigned effectively and efficiently.
2. Is neat and professional in appearance befitting the job they provide the school system.
3. Shall exhibit a professional attitude and demeanor at all times in dealing with the board, school administration, fellow employees, parents, students, and the public.
4. Demonstrates appropriate communication skills as applicable for the job.
5. Maintains accurate records of all preventative maintenance performed.
6. Complies with school, system, state and federal regulations and policies, including the PSC Code of Ethics, as related to job requirements.
7. Maintains confidentiality of sensitive information and material; adheres to chain of command.
8. Participates in appropriate training, workshops and professional learning activities and applies what is learned to the job as directed by Director/Superintendent.
9. Shows initiative and assumes responsibility for all aspects of job responsibilities; performs routine duties and tasks with little or no direct supervision.
10. Exhibits time on task and a flexible, cooperative, progressive and hard working attitude and style.
11. Plans, directs and completes all types of general maintenance, repairs and installation projects.
12. With-draws, returns and recommends items for purchase from the maintenance inventory.
13. Maintains all tools and equipment related to position in good working order.
14. Will perform all duties related to locksmith, mason, glazer, carpenter, roofer, fencing, HVAC, electrical, plumbing and welding.
15. Will use appropriate safety precautions in all areas of job performance.
16. Respond to after-hours calls as needed.
17. Performs all other duties as assigned by Director/Superintendent.