

INDEPENDENT SCHOOL DISTRICT 728
ELK RIVER, MINNESOTA
JOB DESCRIPTION

JOB TITLE: Maintenance Worker

CLASSIFICATION: Custodian

REPORTS TO: Manager of Facilities or
Supervisor of Building and Grounds

DATE PREPARED: March 1999

PURPOSE: To help provide and maintain a physical facility and Heating, Ventilating, and Air Conditioning (HVAC) systems that will aid the learning process.

DUTIES AND RESPONSIBILITIES: Incumbents in this job are under the general and/or direct supervision of the Manager of Facilities or the Supervisor of Building and Grounds. Employees in this job may either on a regular or part-time basis give work direction to other workers who may be assigned. Instructions given or received may be verbal as well as written.

1. Maintenance and repair of heating, ventilating, and air circulation systems in buildings to aid the learning process.
2. Maintenance and repair of buildings, including roofs, walls, ceilings, and floors to aid the learning process.
3. Maintenance and repair of plumbing and electrical systems to aid the learning process.
4. Keep records of maintenance performed to meet School District requirements.
5. Maintain inventories of supplies and repair parts.
6. Monitor maintenance and repair work of other employees as assigned.
7. Report items for correction or replacement.
8. Suggest changes or alternative solutions.
9. Purchase items as directed by the Manager of Facilities or Supervisor of Building and Grounds.
10. Report hazards or safety concerns; correct as necessary.
11. Ability to complete minor boiler repairs.
12. Responsible for the cleaning and maintenance of unique equipment and/or systems such as but not limited to boilers, cooling towers, geo-thermal systems, heat pump systems, irrigation systems, septic or sewer systems, swimming pools, water chiller systems, wells, etc.
13. Other job related duties as assigned.

MINIMUM QUALIFICATIONS:

1. High school degree, GED, or equivalent.
2. Posses and maintain valid driver's license, with class stipulated by the School District.
3. Posses and maintain valid appropriate certifications and licenses, as stipulated by the School District and/or local, state or federal regulatory agencies, in order to maintain and operate building equipment and/or systems.
4. Be able to read, understand and write instructions associated with the equipment and supplies used and prepare reports required of the position.
5. Ability to work inside and outside in all conditions of spaces and weather conditions.
6. Must be a self-starter and able to produce work with minimum supervision.

7. Must be willing and able to work hours other than the regular shift as needed including overtime assigned to the employee, such as weekends, holidays, boiler checks, Community Education programs, etc.
8. Regularly able to lift objects in excess of eighty (80) pounds.
9. Ability to climb ladders or other climbing apparatus to a minimum height of twelve (12) feet.
10. No allergies to chemicals.
11. Pass physical examination, if required.
12. Previous successful experience in maintaining repair of buildings.
13. Previous successful experience in maintaining repair of Heating, Ventilating, and Air Conditioning (HVAC) systems, electrical boilers, and pneumatic system.
14. Previous successful experience of maintaining repair of plumbing and electrical systems.
15. Skills in keeping records of maintenance and repair.
16. Skill in evaluation of need for maintenance and repair as well as skill in making correct decisions of the repairs to be made.
17. Ability to recognize safety or other hazards; correct as necessary.
18. Good driving skills and record including insurability.