HIGH SCHOOL MAINTENANCE

Purpose Statement

The job of High School Maintenance was established for the purpose/s of providing maintenance services with specific responsibility for maintaining facilities in safe operating condition; addressing immediate operational and/or safety concerns; assisting skilled trades; and ensuring that tools and materials are available at job site.

This job reports to Facilities Manager or Shift Supervisor

Essential Functions

- Assists in snow removal for the purpose of ensuring safety and access to district sites.
- Assists in training new staff for the purpose of creating and maintaining an effective work unit.
- Assumes appropriate responsibility for general security of the building for the purpose of student, staff, and building safety.
- Coordinates with and assist outside contractors and internal staff (e.g. HVAC contractors, District Indoor Air Quality Project Manager, District Maintenance, etc.) for the purpose of ensuring efficient operations.
- Examines and maintains fire alarms and fire extinguishers on a regularly scheduled basis for the purpose of fire safety.
- Informs Facilities Manager of any issues that need correction for the purpose of ensuring safe and efficient operations.
- Inspects facilities, systems and components (e.g. gutters, culverts, drainage structures, pumps, motors, roofs, etc) for the purpose of preventing damage and/or limiting liability exposure. Recommend improvements to increase efficiency and report findings to supervisor.
- Installs system component parts, classroom and office equipment and facility components (e.g. lighting, heating and ventilating systems, alarms, plumbing, security, electrical panels, etc.) for the purpose of providing a safe and workable environment.
- Maintains working knowledge of building operations (e.g. HVAC, electrical, plumbing, mechanical, energy management and pneumatics) for the purpose of repairing and maintaining the building in safe operating condition.
- Monitors energy conservation and reports findings to shift supervisor/Facilities Manager for the purpose of managing energy usage and costs.
- Performs a variety of maintenance activities as identified in work orders or program scheduling (e.g. carpentry, painting, glazing, masonry, electricity, HVAC, limited vehicle mechanics, locksmith, plumbing, boiler operation, etc.) for the purpose of maintaining a high standard of safety, cleanliness, and efficiency.
- Performs necessary building set-ups and tear downs (e.g. concerts, banquets, sporting events, programs, etc.) for the purpose of providing facility support to school and other events.
- Performs preventative maintainance tasks and repairs as directed by the District Buildings and Grounds Department in conjunction with the Facilities Manager or Shift Supervisor (e.g. doors, lockers, drinking fountains, locks, and other parts of the building) for the purpose of keeping the building in safe and good working order.
- Recommends priorities for repair projects and building modifications for the purpose of completing projects and work orders efficiently.
- Repairs and maintain the facility HVAC equipment for the purpose of ensuring a safe and efficient working condition.
- Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of items required to complete necessary installation and/or repair.

- Responds to emergency situations during scheduled work hours (and expresses a willingness to respond outside of scheduled work hours) for the purpose of resolving immediate safety concerns.

Other Functions

- Participates in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform functions.

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating equipment, analyzing, handling hazardous materials, managing projects/programs, planning, problem solving; in depth knowledge and/or certification in several trades such as eletrical, plumbing, locksmith, boiler operation, HVAC, mechanics, etc).

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: standard methods, materials and tools used in assigned skilled trade; and safety practices and procedures, codes/laws/rules/regulations/policies;computer proficiency; English grammar, spelling, and vocabulary.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; developing effective working relationships; displaying mechanical aptitude; and working under time constraints, meeting schedules/deadlines, multi-tasking, adaptability/flexibility, decision making.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; significant climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 50% walking, and 40% standing. The job is performed under some temperature extremes and in a generally hazard free environment.

Must be able to lift at least 50 pounds consistently throughout the shift and up to 70 pounds on occaision. Must have the ability to climb fire ladders, stairs, work on the roof, and the flexibility to work around HVAC equipment. These are examples only.

Experience Job related experience is required.

Education High School diploma or equivalent.

Equivalency None Specified

Required Testing

Pre-employment TB Test & Statement of Good Health as required by Illinois School Code

Continuing Educ. / Training

None Specified

Certificates & Licenses

Valid Driver's License & Evidence of Insurability

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status	Approval Date	Salary Grade
Non Exempt	1-1-12	