

Maintenance Worker

Reports to: Supervisor of Maintenance

FLSA Status: Non-exempt

SUMMARY:

Provides for the general maintenance of buildings, grounds, and physical plant.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Installs, repairs, and maintains machinery, plumbing, physical structure, air conditioning, refrigeration equipment, and electrical wiring and fixtures of school buildings in accordance with blue-prints, manuals, building codes, and safety regulations, using hand tools and carpenter's, electrician's and plumber's tools;
- Inspects machinery and mechanical equipment for defects;
- Installs, repairs, and replaces gauges, valves, pressure regulators, and other plumbing equipment, and opens clogged drains, using appropriate tools;
- Repairs or replaces electrical wiring and fixtures;
- Constructs and repairs partitions using metal and wood framing material and other wooden structures, using saws, braces, bits, and appropriate materials and tools;
- Paints walls, floors, woodwork and fixtures, using appropriate materials and tools;
- Replaces and repairs brick and plaster walls, using appropriate materials and tools;
- Operates gas - or arc - welding equipment to join metal parts used to pair or fabricate equipment;
- Maintains a clean and safe work area;
- Observes and promotes safe work practices and procedures at all times;
- Follows local, state, and OSHA regulations;
- Uses and wears safety and/or protective equipment, as appropriate;
- Adheres to proper cleaning methods, storage, and proper care of equipment and supplies;
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities;
- Reports all accidents and/or potential hazards to the Supervisor of Maintenance immediately, or as soon as reasonably possible;
- Attends in-service training to develop and improve knowledge and skills of building service work;
- Complies with and supports school and division regulations and policies;
- Models non-discriminatory practices in all activities;
- Performs other duties as assigned by the Supervisor of Maintenance in accordance with school/division policies and practices.

KNOWLEDGE, SKILLS, AND ABILITIES:

Must be able to follow oral and written directions. Must have the ability to establish and maintain effective working relations with co-workers, supervisor, administrators, and school-community members. Must be skilled in the performance of one or more trades.

EDUCATION AND/OR EXPERIENCE:

Education equivalent to graduation from an accredited high school or General Education Certificate (GED). Candidate must possess a valid Virginia driver's license with the ability to obtain a commercial driver's license.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties performed typically in, but not limited to the division maintenance department and in schools throughout the division. Frequent walking, standing, lifting, up to approximately 50 pounds, and occasional lifting of equipment weighing up to approximately 75 pounds may be required. Work is typically performed walking or standing. The environment also exposes the employee to potentially hazardous substances. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for diagnosing and repairing maintenance and mechanical problems; the worker is subject to inside and outside environmental conditions, noise and hazards.

EVALUATION:

Performance on this job will be evaluated in accordance with school board policy and administrative regulations on evaluation of personnel.