

BELPRE CITY SCHOOLS  
Job Description  
Maintenance Personnel

Position Title: Maintenance Personnel

Reports To: Foreman and Superintendent

**Basic Functions and Supervision:**

Under the immediate supervision of the foreman, the position performs a variety of skilled, semiskilled or unskilled tasks in several trades in the maintenance of all district buildings and grounds.

Minimum Job Qualifications:

1. High School Graduate or G.E.D. Certificate.
2. Valid driver's license.

Responsibilities:

1. Position capable of making "skilled" level repairs to electrical and mechanical equipment.
2. Position performs installations, replacements and repairs to district buildings and grounds in a safe and professional manner consistent with applicable building codes.
3. Completes assigned tasks as requested.
4. Works safely to prevent on-the-job injuries by following safety regulations.
5. Complies with all Health & Safety Policy & Procedures Manual regulations.
6. Monitor playground equipment and maintain pieces for safety.
7. Maintains building, performing minor and routine painting, plumbing, electrical wiring, and other related maintenance activities, using hand tools.
8. Mows lawn, trims shrubbery, and cultivates flowers, using hand tools and power tools.
9. Operates and maintains equipment such as tractors, a ditch-witch, and a posthole digger.
10. Repairs plumbing fixtures.
11. Repairs and maintains, in accordance with diagrams, sketches, operation manuals, and manufacturer's specifications, machinery and mechanical equipment, such as engines, motors, pneumatic tools, conveyor systems, and production machines and equipment.
12. Works indoors/outdoors to complete job tasks.
13. Dismantles devices to gain access to and remove defective parts, using hoists, cranes, hand tools and power tools. Operates Genie lift, Hilti-hammer drill, come-alongs, scaffolding, Joiner, welding equipment, etc.

14. Perform and maintain emergency shut down procedures and all supplies that are needed to secure the building.
15. Travel between various school facilities utilizing school vehicles.
16. Adjusts functional parts of devices using hand tools, levels, straightedges, etc.
17. Notifies foreman concerning need for major repairs or additions to lighting, heating, and ventilating equipment.
18. Paints structures, and repairs woodwork with carpenter's tools.
19. Schedules maintenance activities/jobs around school hours when possible to reduce distractions to students/workers.
20. Lifts, moves, and carries required equipment and supplies up to 80 pounds and utilizes lifting devices when needed.
21. Replaces air-conditioner filters.
22. Understands and abides by OSHA regulations.
23. Lubricates and cleans parts.
24. Repair and maintain roofs, ventilation systems, windows, doors, floors, electrical, plumbing, heating systems, etc.
25. Construct buildings as requested and approved by maintenance supervisor.
26. Perform carpentry and metalwork duties utilizing power tools, bench mounted power tools, welders, torches, and grinders.
27. Push/pull up to 115 pounds – items such as filing cabinets.
28. Substitutes for custodial staff as needed and is knowledgeable about custodial work and routines.
29. Cleans snow and debris from sidewalk.
30. Sets up and operates drill press, grinder, and other metalworking tools to make and repair parts.
31. Completes on-site job training and attends meetings/seminars/training sessions as requested.
32. Observes mechanical devices in operation and listens to their sounds to locate causes of trouble.
33. Diagnoses malfunctioning apparatus, such as transformers, motors, and lighting fixtures, using test equipment, and replaces damaged or broken wires and cables, using hand tools.
34. Operates two-way radios and/or computers.
35. Repairs plaster and masonry work.
36. Reads blueprints, drawings, diagrams, etc., to complete job tasks.
37. Be knowledgeable about "Jerod's Law" and bring school into compliance with related school safety issues.

Rvsd. 1/12/2009

Board Adopted 1/12/2009