

JOB DESCRIPTION

Job Title	Maintenance I – Hauling/Shuttle
Department	Building and Grounds
Reports To	Director of Buildings and Grounds
Classification	Buildings and Grounds Bargaining Units
Location	
Salary	On Schedule
Length of Contract	12 Months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

This position is responsible for, under the supervision of the Director of Buildings and Grounds, weekly hauling and weekend shuttle, winter snow removal, and general maintenance. Position will be involved with maintaining and repairing the physical structure of buildings, furniture, and equipment, including construction and replacement of necessary shelving, cabinetry and like furnishings.

Essential Job Functions

- Coordinates and plans hauling; performs snow removal duties.
- Operates special equipment, such as tractor, front end loader, snowblower, riding mower and sweeper.
- Performs weekend shuttle duties as prescribed by the duties of the assignment.
- Repairs and maintains woodwork and furniture, using portable power equipment where needed. Applies and installs new types of building materials, plastics, metals, and hardware.
- Makes simple electrical repairs including replacement of fuses, ballasts, etc.
- Patches and repairs cement, mortar, plaster, and drywall.
- Makes minor plumbing and pipe repairs. Services faucets, drains and sanitary fixtures.
- Makes sweated joints and installations.
- Repairs glass, broken equipment, storm windows and screens.
- Measures and sketches for minor sheet metal installations, repairs roofing and spouting. Solders and rivets.
- Monitors heating and ventilating systems. May be required to perform minor servicing on low pressure boiler; calibrates thermostats.
- Builds cabinetry, paints, varnishes, and refinishes woodwork.
- Responds to weekend calls from alarm company.
- Plows snow when assigned.

Ancillary Job Functions

- Performs other related duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Must have general learning ability.
- Ability to understand instructions and underlying principles of electrical and mechanical repairs in order to perform basic maintenance duties.
- Must pass the carpenter's test. (A written, verbal, and related area performance examination may be one of the determining factors.)

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- N/A

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability to physically perform hauling and snow removal duties.
- Ability to possess a valid driver's license, prefer CDL certification.
- Ability to perform general trade skills.
- Ability to inspect equipment for wear and perceive details in manual and sketches for minor repairs.
- Ability to read and record written directions and manuals.
- Ability to use hand and power tools to dismantle, repair, and assemble equipment.
- Ability to work in a timely manner, properly, accurately, with sufficient knowledge and with all around job ability.
- Ability to relate with other workers and with school staff in an agreeable and

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- A variety of work environments ranging from; buildings, outside exposure, industrial work area, etc.

Physical Requirements – The physical demands described below 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 essential functions.

- Requires standing and walking on hard surfaces.
- Requires work in the presence of mechanical, vehicle, and equipment noise.
- Requires routine lifting of up to 75 pounds