

Maintenance II

Qualifications:

1. He/she shall demonstrate an aptitude or competence for the assigned responsibilities.
2. He/she must be physically able to work from a ladder and lift a minimum of 50 pounds.
3. He/she must possess a high school diploma or its equivalency.
4. Must be abler to work weekends, days, evenings, and overtime when required.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Reports to: Maintenance Foreman

Job Goal: To provide students with a safe, attractive, comfortable, clean and efficient place in which to learn, play and develop.

Duties and Responsibilities:

1. Keeps building and premises, including sidewalks, driveways, and play areas neat and clean at all times.
2. Regulates heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to ensure economical usage of fuel, water, and electricity.
3. Shovels, plows, and sands walks, driveways, parking areas, and steps, as appropriate.
4. Checks daily to ensure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy.
5. Raises the United States flag on each school day, and lowers it.
6. Sweeps classrooms daily and dusts furniture.
7. Cleans corridors after school each day, and during the day when their condition requires it.
8. Scrubs, and disinfects toilet floors daily, and cleans all sanitary fixtures and drinking fountains daily.
9. Washes all windows on both the inside and outside at least twice each year, and more frequently if necessary.
10. Keeps the grounds free from rubbish.
11. Performs such yardkeeping chores as grass cutting, tree trimming, and the like, as necessary, to maintain the school grounds in a safe and attractive condition.
12. Keeps all floors in a clean and attractive condition and in a good state of preservation.
13. Cleans all chalkboards at least once a week.
14. Makes such minor building repairs as he is capable of.
15. Report major repairs needed promptly to the principal.
16. Maintains on a regular schedule all motors and other mechanical equipment requiring scheduled servicing.
17. Reports immediately to the principal any damage to school property.
18. Remains on the school premises during school hours, and during nonschool hours when the use of the building has been authorized and his attendance required by the principal.
19. Assumes responsibility for the opening and closing of each building each school day and for determining, before leaving, that all doors and windows are secured, and all lights, except those left on for safety reasons, are turned off.
20. Keeps an inventory of supplies, equipment, and fuel on hand, and requisitions such needed replacements from the principal far enough in advance so that they may be delivered in such time as will not hinder the custodian in his duties.

21. Conducts an ongoing program of general maintenance, upkeep, and repair.
22. Moves furniture or equipment within buildings as required for various activities and as directed by the principal.
23. Complies with local laws and procedures for the storage and disposal of trash, rubbish and waste.

Terms of Employment: Twelve month year. Work week of 40 hours.