



Position Description

Title - Maintenance - Level I

Job Summary

Under supervision, the Maintenance - Level I position is responsible for assisting in the upkeep and maintenance of facilities to ensure a clean, safe, and efficient environment. This role involves performing routine maintenance tasks, resolving minor issues, and supporting higher-level maintenance staff as needed.

Direct Report

This job reports to the Facilities Manager or his/her designee.

Key Responsibilities

1. General Maintenance

- a. Assist in routine maintenance tasks, including minor repairs, cleaning, and equipment inspections.
- b. Follow established procedures to maintain a safe and functional work environment.
- c. Identify and report maintenance issues that require higher-level intervention.
- d. Ensure compliance with safety regulations and guidelines.
- e. Utilize appropriate tools and equipment for assigned tasks.
- f. Properly store and maintain tools and equipment
- g. Assist in monitoring and replenishing supplies and materials

2. Building and Grounds Upkeep

- a. Assist with general repairs, including plumbing, electrical, and carpentry work as directed.
- b. Support the upkeep of outdoor areas, including mowing, landscaping, and snow removal.
- c. Perform custodial duties as needed, including cleaning and sanitizing common areas.

3. Safety and Compliance

- a. Follow established safety procedures and use personal protective equipment (PPE) as required.
- b. Identify and address safety hazards, reporting any concerns to the supervisor.
- c. Maintain awareness of and adhere to OSHA and other relevant safety regulations.

Secondary Responsibilities

1. Assist other maintenance team members as needed.
2. Respond to maintenance requests in a timely and professional manner.
3. Perform other duties as assigned by the Maintenance Supervisor or designated personnel.
4. Help as a substitute in other areas when needed.
5. Maintain a primary focus on student and employee safety.
6. Follow all federal, state, and local laws, rules and regulations.
7. Display initiative in evaluating and increasing the effectiveness of the maintenance department.
8. Be courteous in all dealings with parents, students and employees.
9. It is imperative that the person employed in this position display, at all times, acceptable professional and ethical stands. These expectations include: courtesy, cooperation, positive attitude, reliability, punctuality, accuracy, efficiency, timeliness in respect to deadlines, and respectful towards others. The employee shall represent the district in a positive way, both on duty and in connection with school activities.
10. Be familiar with and follow all Family Educational Rights & Privacy Act (FERPA) and Health Insurance Portability and Accountability Act (HIPPA) laws and requirements.
11. Attend and participate in district-sponsored in-service programs.
12. Perform duties with awareness of all LEA requirements and practices.
13. Perform duties as assigned by the Superintendent and/or his/her designee.

Essential Competencies:

- 1) Education/Experience - Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:
 - a) Ability to operate general maintenance equipment.
 - b) Ability to operate cleaning equipment.
 - c) Ability to perform basic arithmetic operations.
 - d) Read basic operating instructions.
 - e) Demonstrates aptitude for successful completion of the tasks assigned.
 - f) Display positive attitude and good judgement in working with students and adults.
 - g) Be neat and clean in body and dress.
 - h) Show initiative and flexibility in assuming and completing assignments and other duties with prompt attention.

- i) Display willingness to learn new procedures and implementation of such procedures.
- j) Be a part of the team and work as a team member. Working with all employees.
- k) Alternatives to the above qualifications may be made as the board finds appropriate and acceptable.

Physical Demands

1. Employees in this position must have the ability to:
 - a. Stand/Sit for extended periods of time.
 - a. Climb **ladders** and work at heights when needed.
 - b. Enter data into a computer terminal and use a telephone.
 - c. See and read a computer screen and printed matter with or without vision aids.
 - d. Hear and understand speech at normal levels and on the telephone.
 - e. Speak so that others may understand at normal levels and on the telephone,
 - f. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 40 pounds to waist height.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

Minimum Qualifications:

1. High school diploma or equivalency
2. Ability to work as a team.
3. Excellent communication and organization skills
4. Ability to prioritize tasks, meet deadlines and work under pressure.

Terms of Employment

- 12 month position
- The salary shall be in accordance with the schedule established by the Board of Education.
- Board Approved: 4/15/25