

GILL-MONTAGUE REGIONAL SCHOOL DISTRICT

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MAINTENANCE WORKER POSITION DESCRIPTION

POSITION: Maintenance Worker

POSITION DESIGNATION: Grade C

REPORTS TO: Facilities Manager/Director of Business-Operations

POSITION DESCRIPTION:

Under the direct supervision of the Facilities Manager in cooperation with the site principals. The maintenance worker is responsible for school building maintenance operation and the performance of duties in accordance with established standards and instruction, and perform other related duties, as assigned by the Principal or Facilities Manager.

Responsibilities include the maintenance, repair, and up-keep of plumbing fixtures and electrical devices and appliances in all school sites and the central office building and the immediate grounds. Some carpentry, painting, landscaping, and snow removal work will be required.

General Duties and Responsibilities

1. Perform repairs and/or replacement of plumbing fixtures, valves, and other devices as required to ensure an effective, efficient, and economical operation.
2. Perform repairs and/or replacement of electrical fixtures, devices, and appliances as required to ensure an effective, efficient, and economical operation.
3. Work on special projects as determined by the Director of Business/Operations and/or the Facilities Manager.
4. Observe and report, through the work order system, any and all defects, deterioration, and wear and tear on the facilities.
5. Communicate, as directed, with key administrative and staff personnel on special events and functions scheduled for district buildings that may require special furnishing arrangements and other duties that may be required.
6. Cover custodial duties as necessary.
7. Backup keys to storage areas are to be provided to the Facilities Manager in case of emergency. Keys to be labeled and kept in secure Lock Box.

This list is representative of those duties and responsibilities that are required of this position. However, the list is not to be considered as all-inclusive. The Director of Business/Operations and/or the Facilities Manager may assign other duties to meet mission requirements of the school district. Cooperation of all personnel is expected to carry out the mission.

Required Knowledge and Skills

Ability to plan and organize all aspects of required corrective and preventive maintenance for all schools, the central office building, and district grounds.

Ability to work cooperatively and effectively with principals, central office personnel, and all staff members in creating a positive, safe, and effective environment for learning.

Must possess good oral and written communications skills and be able to follow oral and written instructions. Ability to express ideas effectively and concisely necessary.

Ability to work within the overall organization of the physical plant

Must be willing to seek training to enhance or learn new skills.

Ability to lift heavy objects and perform demanding physical tasks required by the position.

Must be accessible and available in the event of emergencies or when needed to meet the ongoing needs of the district.

Must possess knowledge and technical skills required for the repair and maintenance of plumbing, heating, and electrical systems, fixtures, devices, and applications.

Must possess the technical knowledge and skill to perform carpentry work and repairs.

Must possess and maintain a valid Massachusetts driver's license.

Ability to lift items of substantial weight (50 pounds), anything above with assistance.

Qualifications

Education: High school diploma or GED.

Experience: Three years' experience in the care and maintenance of similar facilities or any combination of education, training, or experience which fulfills the requirements of the position and needs of the district.