

Maintenance

Chillicothe R-II School District Job Description

Position Title: Maintenance

Department: Building and Grounds

BOE Approved: 03/18/2025

Reports To: Assistant Superintendent or Superintendent

FLSA Classification: Non-Exempt

SUMMARY: Maintains and services district buildings, grounds, and equipment. Performs, when necessary, custodial duties to maintain the campus in a sanitary, orderly, and attractive condition and other duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Capable of preventive, corrective and emergency work on a wide variety of structures and systems. This position requires personnel to follow preventive maintenance schedules and duties.
- Works in public as well as maintenance areas and maintains an acceptable standard of personal appearance.
- Works on various skilled areas which include: structural, carpentry, plumbing, HVAC, electrical, masonry, flooring, and other as dictated by the need to maintain continuous operation of the district buildings.
- Operate lawn and landscaping equipment, tractor, loader, forklift, and other ground equipment.
- Unload freight and place in proper location for use.
- Safely operate all power tools required to perform assigned tasks.
- Properly care for tools, materials, and maintenance vehicles.
- Works at various times with hazardous materials, chemicals and asbestos, but only when trained in the proper procedures, techniques or under his supervisor's instructions who has obtained these skills.
- Maintains logs, worksheets and other records, read instructions, and read plans and/or blueprints.
- Distinguishes the relationship between quality and quantity of work necessary in certain campus spaces.

- Must become familiar with custodial duties, cleaning standards and be willing to substitute when required.
- Maintain confidentiality of all student, educator, and administration interactions.
- Must become familiar with campus and departmental safety, security and Material Safety Data Sheets (MSDS).
- Must become familiar with and demonstrate an understanding of departmental, district, and School Board Policies.

SUPERVISORY RESPONSIBILITIES: Supervises the summer maintenance or assistants help if assigned.

SPECIAL REQUIREMENTS: Must pass CPR and Defibrillator training provided by the school. The employee should be conscientious, dependable, and prompt, be in good health, able to lift a minimum of 50 lbs and have good personal hygiene. Standing, bending, squatting, reaching, stooping, pulling, and pushing will be required. Cleaning of blood, human waste and other offensive items and odors are occasionally required.

EDUCATION and/or EXPERIENCE: High school diploma or equivalent, with trade or technical school, or construction trade experience preferred. Five years preventative maintenance or construction work in trade skill required. Institutional experience is desirable.

EVALUATION: Performance of this job will be evaluated in accordance with the Board of Education Policy. Demonstrate an understanding of the District's Custodial Maintenance Handbook.

TERMS OF EMPLOYMENT: Twelve-month employment. Salary to be established by the Board of Education.