

Position Title: Master Maintenance Worker

Reports To: Director of Buildings and Grounds

Job Goal: To provide students, school personnel, and the public with a safe, attractive, comfortable, clean, and efficient place in which to learn, play, attend activities, and develop.

Preparation, Experience, Skills:

- A pleasant personality with the ability to establish and maintain effective working relationships with associates and supervisor.
- Able to obtain satisfactory statement of health.
- High School diploma or equivalent (work experience may be substituted).
- Ability to follow oral and written instructions.
- Ability to perform tasks unsupervised and supervise co-workers.
- Possess physical strength, stamina, and endurance with the ability to do vigorous manual work and heavy lifting, work from ladders, lifts, scaffolding, bleachers, and stages.
- Skilled in the use of tools and equipment
- Advanced knowledge of or four (4) years' work experience in electricity, plumbing, heating, cooling, and boiler maintenance.
- Advanced knowledge of or four (4) years' work experience with Closed Ground Loop Geo Thermal systems
- Advanced knowledge of or four (4) years' work experience with Heat Pump systems
- Knowledge of or two (2) years' work experience with variable drive pumps and motor systems
- Knowledge of or two (2) years' work experience with the operation of snow removal equipment, ie.; operating a plow truck, skid loader equipped with a blade, bucket, blower or broom, and/or operation of sand/salt spreading equipment.
- Ability to operate computerized heating/cooling control systems, particularly Johnson Control BAS systems
- Demonstrated supervisory ability to proceed on projects and direct help on projects.
- Advanced welding ability and knowledge
- Must hold a valid driver's license.

Principle Duties:

- Perform electrical repairs and ability to supervise and oversee electrical projects on the school complex.
- Perform HVAC diagnostics, repairs and maintenance
- Perform plumbing repairs and plumbing projects on the school complex.
- Perform roofing, building, and equipment repairs.
- Perform the job responsibilities of the Director of Buildings and Grounds in his/her absence.
- Assist contracted electricians, plumbers, and other contractors.
- Assist in moving materials and snow removal.
- Carry out additional requests of school personnel and public as needed.
- Operates computer for the completion of work orders.
- Ability to read and work from sketches, drawings and plans.
- Maintains maintenance supplies and equipment in an orderly manner.
- Makes recommendations and develops programs necessary for the improvement of

- operations in building maintenance.
- Participates in rotational weekend building and security checks within the maintenance department.
 - Complete work orders in a timely manner.
 - Willingness to voluntarily fulfill emergency overtime obligations.
 - Capable of working in adverse weather conditions.
 - Adheres to all stated District safety policies and procedures.
 - The above list of duties is not all-inclusive.

Physical Demands: *(The physical demands described here 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 the essential functions.)*

While performing the duties of this job, the employee is regularly required to sit, stand, speak, hear, smell, see, and walk to carry out routine duties. Must be able to bend arms, torso, legs, and neck. Significant climbing, stooping, kneeling, crouching, reaching, crawling, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, repetitive motions. Ability to climb ladders from four, six, eight, ten and twelve-foot step ladders to extension ladders; bend, kneel, and stoop to make necessary repairs; and carry tools and materials into buildings and up ladders. Must be able to regularly lift, move, or push items of 50 lbs and occasionally be able to lift, move, or push items of 90 lbs. Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Must be able to work in all types of weather, meet multiple demands from several people, and interact with the public, students, and other staff.

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.)*

Noise level is quiet to loud. Work may be indoors and/or outdoors. Work may be in non-air conditioned rooms. Tobacco and alcohol-free environment. Fast-paced atmosphere with constant contact with students, staff, and the public. May include evenings and/or weekends as necessary.

The statements in this job description are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel in this position. These statements are not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision.

Terms of Employment: 12-Month Employee
Salary Grade: 9
Benefits in accordance with negotiated agreement

Date of Revision: 11/10/2021