

Maintenance/Custodial Positions

These positions, under the direction and supervision of the Maintenance Supervisor/Plant Manager, will be responsible for the following duties:

Electrician

1. Replace and/or repair lighting.
2. Replace and/or repair electrical switches and receptacles.
3. Replace and/or repair electrical fuses and circuit breakers.
4. Maintain and repair electrical panels and disconnect switches.
5. Install wiring and fixtures, when requested.
6. Repair equipment.
7. Inform Maintenance Supervisor/Plant Manager of any needed repairs or safety hazards, etc.
8. Assist in other maintenance areas (plumbing, HVAC, carpentry) as assigned.
9. Perform preventive Maintenance work as assigned.
10. Perform other duties as assigned by the Maintenance Supervisor/Plant Manager. These may include loading and unloading supply trucks, welding, doing concrete work, etc.

Plumber

1. Repair and/or replace potable and non-potable water systems.
2. Repair and/or replace wastewater systems.
3. Repair and/or replace natural gas systems.
4. Perform preventive maintenance work as assigned.
5. Assist with all mandatory inspections of required systems.
6. Perform pressure tests on required systems.
7. Perform leak detections.
8. Maintain/repair plumbing fixtures.
9. Replace/repair equipment.
10. Inform Maintenance Supervisor /Plant Manager of any needed repairs or safety hazards.
11. Assist in other maintenance areas (electrical, HVAC, carpentry) as assigned.
12. Perform other duties as assigned by the Maintenance Supervisor/Plant Manager. These may include loading and unloading of supply trucks, welding, doing concrete work, etc.

Maintenance Employee

1. Make needed repairs on all grounds and buildings maintained by the school district s assigned.
2. Assist with loading and unloading of supply trucks (dry foods, frozen foods, copier paper, custodial supplies, etc.).
3. Assist with extracurricular activity set-up and break-down.
4. Staff extracurricular events as requested.
5. Perform yard work in areas not contracted out to the district's lawn care service.
6. Perform preventive maintenance work as assigned.
7. Inform Maintenance Supervisor/Plant Manager of any needed repairs or safety hazards, etc.
8. Assist in other maintenance areas (plumbing, HVAC, electrical, carpentry).
9. Perform other duties as assigned by the Maintenance Supervisor/Plant Manager.

Maintenance Helper

1. Assist in all areas of maintenance or custodial departments when needed, as directed by the Maintenance Supervisor/Plant Manager.

Custodian

1. Perform daily, weekly, monthly, semi-annual cleaning/maintenance of school facilities as set forth in the school district Custodial Procedures Manual.
2. Report any needed maintenance and safety issues to appropriate supervisors.
3. Supply requisitions.
4. Perform preventive maintenance of equipment.
5. Assist building, students, and staff with needs.
6. Provide students and staff a clean, safe environment in which to learn and work.
7. Perform other duties as assigned by the Maintenance Supervisor/Plant Manager or Custodial Supervisor.

5/11/15