

## Maintenance Person

Revised 12/2012

### **Responsibilities:**

- Performs minor repair maintenance;
- Operates heating, A/C, ventilation, electrical and mechanical systems. Operation will be limited to turning equipment on/off and/or setting day/night cycles;
- Sweeps, clean, dust, arrange furniture, empty trash, and set up for activities. Wash walls, woodwork and windows, and clean/polish metal surfaces. Wet mop and spot clean hard and soft surfaces. Clean, sanitize and deodorize restrooms and locker rooms.
- Monitors and reports needed maintenance and repair of equipment, furnishings, fixtures, building and site;
- Coordinate and oversee vendors maintenance and repair work;
- Foster positive working relationships between vendors and school;
- Assists in the maintenance of lawns, landscaping, concrete and blacktop services and playgrounds, including snow and ice removal;
- Operates security systems and opens and secures building at beginning and end of shift;
- Assists with set ups and tear down for school activities;
- Perform other duties as assigned by supervisor.

### **Qualifications:**

- High School Diploma, technical school degree preferred;
- Minimum of 3 years maintenance experience in heating, A/C, electrical, carpentry and common repair work required;
- Maintenance experience in a school setting is preferred;
- Demonstrated ability to work effectively as a team member;
- Ability to read, follow written and verbal instructions, and communicate verbally and in writing;
- Ability to work with little or no supervision.