

Maintenance Worker

**JOB DESCRIPTION : MAINTENANCE WORKER
FACILITIES DEPARTMENT**

Reports to: Finance Manager
Hours per day: 8
Hours per week: 40
Days: 260
Evaluator: Finance Manager

GENERAL STATEMENT OF JOB

Summary: Under limited supervision, performs unskilled to skilled work in one or more building trades to maintain and repair District schools and other facilities. Performs related work as required.

Qualifications:

- Requires high school diploma, GED or specialized vocational training supplemented by two to three years of related facility maintenance experience, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.
- Must possess a valid state driver's license.
- Able to lift between 20 and 50 pounds recurring basis, or considerable skill, adeptness and speed in the use of fingers, hands or limbs in tasks involving very close tolerances or limits of accuracy.
- Requires the ability to read work orders, technical instructions, schedules.
- Follows verbal and written instructions. Communicates effectively and efficiently with co-workers and the general public.
- Requires the ability to prepare routine records with the proper format.
- Has the ability to speak before others with poise, voice control and confidence.
- Applies common sense understanding to carry out instructions furnished in written, oral or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.
- Makes routine independent judgments in absence of supervision
- Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals and to determine time. Must be able to use practical applications of fractions, percentages, ratio and proportion.
- Requires the ability to coordinate hands and eyes in using custodial equipment; to operate motor vehicles.
- Requires the ability to deal professionally students, staff and parents.
- Performs under stress when confronted with emergency situations or tight deadlines. Worker may be subject to danger or risk to a slight degree.

MAINTENANCE WORKER

Essential Duties and Responsibilities:

- Performs a variety of unskilled to skilled work in one or more building trades to maintain and repair District schools and other facilities.
- Inspects general condition of buildings for safety purposes; notifies Finance Manager of maintenance and repair needs.
- Requests and picks up supplies and materials as needed.
- Assists other Maintenance staff and trades workers with assignments as required, which may include electrical, plumbing and/or carpentry work.
- Assists in completing capital construction / renovation projects as needed.
- Loads, transports, unloads and delivers equipment, materials and tools to District work sites as necessary.
- Moves furniture and other heavy objects; sets up for meetings and special events as requested.
- Cleans and maintains assigned tools and equipment.
- Maintains accurate and complete records of work completed and materials used.
- Maintains a clean and orderly shop area.
- Performs all duties in compliance with District and department policies, procedures and standards of quality and safety.
- Receives and responds to concerns, complaints and inquiries in areas of responsibility.
- May operate a variety of equipment such as ladders, electrician's tools, mechanic's tools, plumbing tools, carpentry tools, welding equipment, painting tools, meters, etc.; uses hardware, spare parts, building materials and other maintenance supplies.
- Interacts and communicates with various groups and individuals such as the immediate supervisor, co-workers facility supervisors, District / school administrators and staff, vendors and service providers, and the general public.
- Attends training, meetings, workshops, etc., as necessary to maintain and enhance job knowledge and skills.
- Dismantles structures and fixtures as requested.
- Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly.
- Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.
- Performs related duties as required.

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PERFORMANCE INDICATORS

Knowledge of Job: Has knowledge of the methods, procedures and policies of the Westbrook Public Schools as they pertain to the performance of duties of the Maintenance Worker. Is able to learn and understand the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Is able to follow oral and written instructions. Has working knowledge of the methods, practices and procedures of skilled maintenance as it pertains to building maintenance and grounds maintenance functions. Has working knowledge of the various codes and ordinances related to building maintenance and construction. Has knowledge of the occupational hazards and safety precautions of the trades. Is able to work effectively despite occasional exposure to heat / cold, odors, toxic agents / hazardous materials, noise, wetness, humidity, electric currents, machinery hazards, dusts, vibrations, working in confined and/or high spaces, etc. Is able to skillfully and safely operate assigned vehicles, equipment and tools. Is able to read and interpret simple blueprints, schematics, diagrams and other technical materials pertaining to the responsibilities of the job. Has the ability to offer assistance to co-workers and employees of other departments as required. Is able to prepare simple records and reports with accuracy and in a timely manner. Has knowledge of the terminology used within the department. Has knowledge of proper English usage; has the mathematical ability to handle required calculations. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Knows how to react calmly and quickly in emergency situations. Has the ability to learn and utilize new skills and information to improve job performance and efficiency.

____ Acceptable ____ Unacceptable

Comment:

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

____ Acceptable ____ Unacceptable

Comment:

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

____ Acceptable ____ Unacceptable

Comment:

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

____ Acceptable ____ Unacceptable

Comment:

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Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

____ Acceptable ____ Unacceptable

Comment:

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

____ Acceptable ____ Unacceptable

Comment:

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

____ Acceptable ____ Unacceptable

Comment:

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

____ Acceptable ____ Unacceptable

Comment:

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

____ Acceptable ____ Unacceptable

Comment:

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

____ Acceptable ____ Unacceptable

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Comment:

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

____ Acceptable ____ Unacceptable

Comment:

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.