

Cape Girardeau Public School District No. 63 Job Description

Job Title: Maintenance I Worker

Terms of Employment: 12 month contract; 260 days

FLSA Status: Non-exempt

Reports to: Facilities Supervisor

Brief Description of Position:

The Maintenance I Worker is responsible for providing maintenance services as needed and/or assigned; assisting in a wide variety of maintenance activities; addressing immediate operational and/or safety concerns; assisting skilled trades; and ensuring that tools, materials and vehicles are maintained in good working order and are available at job site when needed.

Required Qualifications:

- High school diploma or equivalent
- Ability to work on multiple projects at once
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to maintain confidentiality at all times
- Demonstrate excellent organizational and planning skills; including ability to prioritize
- Ability to work with others on multiple tasks/projects and complete assignments with specified deadlines
- Ability to lead and offer guidance to others
- Ability to work with a wide diversity of individuals
- Ability to meet deadlines and to manage time appropriately
- Ability to fix, clean, and otherwise maintain machinery that is used by the building

Desired Qualifications:

- Experience in fixing machinery and equipment
- Commercial Driver's License (CDL)

Essential Duties and Responsibilities:

- Plan and do all maintenance and repair work, maintaining a high standard of safety, cleanliness and efficiency.
- Performs building repair and preventive maintenance at all District facilities in areas, such as roof replacement and repair; glass replacement; masonry repair; interior and exterior finishes; and doors, windows and hardware; and playground equipment.
- Repairs equipment and furnishings at all District facilities, such as inspection and repair of gymnasium equipment; repair of window shades, blinds and stage curtains; furniture repair and refinishing.

- Performs site maintenance and repair work at all District facilities, such as snow removal, including operating truck-mounted snowplows and sanding equipment; concrete and asphalt repair; operating equipment to clean playgrounds and parking lots; flagpole/rope repair, lawn care and tree maintenance.
- Performs remodel and construction work at all District facilities, such as new or replacement walls, floors and ceilings; installing sheetrock and paneling; plastering and painting; construct and/or install corkboards and bulletin boards; construct and/or install furniture, such as shelves, cabinets, counters and equipment; install playground equipment and fences.
- Provides miscellaneous maintenance services at all District facilities, such as replace light bulbs and fluorescent tubes where scaffold is needed; remove graffiti from surfaces; deliver and/or move supplies, materials, furniture and equipment.
- Responds to facility emergencies when needed.
- Maintains assigned vehicles, tools, and equipment. Makes recommendations for supplies and equipment to manager.
- Works a revised schedule during emergency periods and substitutes for other Operational Services staff when necessary.
- Shares responsibility for holiday, extended day and weekend activities.
- Performs other duties as assigned by supervisors.

Physical Demands/Environmental Factors:

- Ability to work in a climate controlled building, as well as in inclement weather.
- Ability to stand, walk, and move around for long periods of time.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to lift, bend, stoop, pull, grasp, and carry a variety of objects of different shapes and sizes.
- Occasionally subjected to vibrations, mechanical and electrical hazards, Atmospheric conditions occasionally include fumes and dust. Caution necessary to avoid harm from misuse of chemicals.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: _____ Date: _____

Reviewed by: _____ Date: _____
Human Resource Coordinator

Reviewed July 2013