



District Office
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TITLE: MAINTENANCE LEVEL 1/ Potential for Higher level with additional qualifications.	FLSA: NON-EXEMPT
REPORTS TO: Director of Operations	POSTED: May 19, 2025
SALARY: Commensurate with Contract - Currently \$19.00 per hour Potential for Higher Pay Grade with additional qualifications	NUMBER OF DAYS: Year Round Position 8 hours per day
LOCATION: All District Buildings	

POSITION SUMMARY

This position is responsible for the general repair and maintenance of school buildings, grounds and equipment to ensure full and productive use of district facilities subject to all safety and code requirements and district policies.

DUTIES AND RESPONSIBILITIES

These duties and responsibilities are judged to be “essential functions” in terms of the Americans with Disabilities Act or ADA. The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.

- Maintain all safety and code requirements of the State, local and Board
- Performs preventive maintenance and repairs.
- Performs services in the following areas, in a safe, efficient and economical manner:
 - Carpentry
 - Plumbing
 - Roof repairs
 - Hardware
 - Snow Plowing
 - General maintenance
- Is able to determine what is needed to complete assigned tasks and skillfully and efficiently uses time and resources to execute those tasks.
- Is available for any work assignment as deemed necessary to resolve maintenance and/or operational problems within the District.
- Possesses knowledge of safe work habits and practices same.

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- Moves equipment and materials within and between school buildings.
- Reports to the proper authority any unsafe or dangerous conditions existing on school properties or within the buildings and any irregular use of buildings and grounds.
- Presents a record of work accomplished daily.
- Reports in and out to the proper person (building secretary or administrator) when work is to be performed with that building or on the grounds.
- Continually attempts to increase his/her skills and is knowledgeable about updated equipment and methods by attending school, seminars, etc.
- Participates on emergency work crews and works overtime whenever needed.
- Acts as a substitute custodian when required.
- Performs other duties as assigned by the Director of Operations or supervisor.

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RECOMMENDED EMPLOYMENT QUALIFICATIONS

EDUCATION:

- High School diploma or GED

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid driver's license, able to drive and qualify under the district's insurance carrier when driving a district vehicle

EXPERIENCE:

- Other combinations of applicable education, training, and experience which provide the knowledge, abilities, and skills necessary to perform effectively in the position may be considered.

OTHER KNOWLEDGE, SKILLS AND ABILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Physical ability to perform assigned job duties.
- Has a good work record regarding: punctuality, work cooperation, work dependability, driving and safety.
- **Good attendance is mandatory.**
- Ability to respond to after hours emergencies when needed.
- Demonstrated aptitude or competence for assigned responsibilities.
- Ability to read chemical labels and material safety data sheets (MSDS)

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- Possesses a working knowledge of building maintenance, mechanical functions, carpentry, roofing, electricity.
- Ability to work with computers, for timekeeping, work orders, inventory and maintenance tracking, etc.
- Must be able to distinguish colors correctly.
- Must be available to plow snow as needed.
- Has maintained a good appearance, attendance and attitude.
- Has ability to follow written and oral directions and relay the same.
- Has manual dexterity and mechanical aptitude.
- Has had work experience in the following: reading blueprints, planning various types of layout work and material take offs; making general repairs and have a working knowledge of heating systems and equipment.
- Show willingness to assist and cooperate with his/her supervisor and fellow employees.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

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 frequently required to stand, walk; use hands and fingers to handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee frequently must squat, stoop or kneel, reach above the head and reach forward. The employee continuously uses hand strength to grasp tools. Must be able to climb and work from a ladder or scaffold. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job.

The employee must frequently lift and/or move up to 50 pounds. Occasionally the employee will lift and/or move up equipment weighing up to 90 pounds such as motors. The employee will sometimes push/pull items such as tables, scaffolds, and air compressors. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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.

While performing the duties of this job, the employee regularly works both indoors and outdoors experiencing extreme temperature fluctuations. The employee will be required to travel to various locations during the day. The employee will work near or with moving mechanical equipment. The employee may work with toxic or caustic chemicals such as petroleum products,

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degreasers, and sprays and non-household dust. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is usually moderate and occasionally will work in a loud area. Occasionally works in high and confined spaces.

If interested in this position, please apply through Fast Track. A completed online application is required for all applicants.

This position will be posted until 4:00 p.m. on May 30, 2025, or until filled.

It is the policy of St. Johns Public Schools that no discriminatory practices based on sex (including sexual orientation and gender identity), race, religion, color, age, national origin, disability, height, weight, marital status, political affiliations and beliefs, or any other status covered by federal, state or local law be allowed in providing instructional opportunities, programs, services, job placement assistance, employment or in policies governing student conduct and attendance.

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