

Maintenance Worker

Job specifications are intended to present a descriptive list of the range of duties performed by employees in the classification.

Nature of Work

This position requires varied and skilled manual work in the maintenance of school buildings. Assignments are given in the form of oral or written instruction by Principal of building and/or Director of Building and Grounds.

The employee shall be responsible for performing a variety of manual tasks requiring the application of considerable knowledge and skills. Assignments are given in the form of oral or written work orders or complaints which require the application of some judgment in determining what needs to be done and how to do it. The employee is generally responsible for the quality of work without outside check, although work is subject to review upon completion for results obtained.

Duties and Responsibilities:

Performs:

- Minor repairs/maintenance on motor, pumps, generators, engines, air compressors and other fixtures and appliances where not specialized license is required by law.
- Minor plumbing and steam fitting work; and minor repairs to water and steam lines; repairs and replace valves, faucets, showers, flushometers, unclog drains.
- Minor carpentry work; including minor repair of furniture and building.
- Daily checks of burners; inspects, replaces oil filters, greases water pumps and oil pumps, check hot water and pressure gauges.
- Keeps boiler room area clean.
- Sweeps and picks up litter around school building, shovels, and plows snow.
- Performs tasks related to grounds care
- Changes light bulbs.
- Plasters, paints; lays tiles.
- Welds, brazes; solders.
- Board up and repair windows and doors
- Operates a variety of hand tools and power equipment used in the maintenance of buildings.
- Drive vehicles for which the employee is appropriately licensed.
- Maintain records pertinent to job duties.
- Assist in establishing and maintaining various schedules for the maintenance of equipment.
- Maintenance operations in compliance with state and local codes.
- Job-related errands.
- Related work as required.

Knowledge, Abilities and Skills

Considerable knowledge of:

- ◆ The standard practices, materials, tools and equipment of the maintenance of buildings.
- ◆ The occupational hazards and safety precautions.
- ◆ Internet and e-mail
- ◆ Program clocks and microprocessor and digital controls

Ability to:

- ◆ Maintain confidentiality.
- ◆ Attain RI certification in Water Distribution Systems.
- ◆ Attain other certifications related to maintenance functions.
- ◆ Ability to supervise outside contractors working in District.

- ◆ Carry and move light loads (usually 25-35 lbs may be higher) and climb ladders.

Minimum Education, Certification and Training/Experience

- ❖ Must be of good character.
- ❖ Considerable experience in varied maintenance work.
- ❖ Must possess a valid RI drivers license
- ❖ Must pass current Chariho District Maintenance Exam.