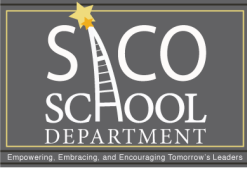


Maintenance Worker



Saco School Department

JOB DESCRIPTION

JOB TITLE: Maintenance Worker

REVISED DATE: 6/10/15

REPORTS TO: Director of Maintenance/Transportation

FLSA STATUS: Non-exempt

JOB GOAL/PRIMARY PURPOSE: To provide students, staff and the community at large, with clean, safe, secure and comfortable school buildings in which they can engage in learning, work and play.

QUALIFICATIONS:

INCLUDING EDUCATION, CERTIFICATION, SKILLS, KNOWLEDGE, ABILITIES, AND EXPERIENCE:

- ✓ High School diploma or equivalent.
- ✓ Five years experience in related trade, Technical School desirable.
- ✓ Ability to lift 50 pounds.
- ✓ Ability to work in adverse working conditions.
- ✓ Ability to work with minimal supervision.
- ✓ Working knowledge of Boiler operation and familiar with plumbing, electrical and building construction.
- ✓ Ability to read blue prints.
- ✓ Understanding of federal, state and local codes.
- ✓ Valid Maine state driver's license
- ✓ Current State of Maine Criminal History Records Check approval.

ESSENTIAL FUNCTIONS:

Responsibilities may include but are not limited to the following:

1. Performs routine maintenance to include carpentry, plumbing, roofing, painting, heating, electrical and mechanical repairs.
2. Performs building repairs and installation, which do not require specific licensed authority.
3. Advises Director of Maintenance/Transportation of the need for services and/or repairs by outside contractors.
4. Performs HVAC and electrical troubleshooting.
5. Makes minor repairs to equipment as required.
6. Maintains records associated with maintenance and repairs.
7. May be required to assist organizations using school facilities.
8. Removal of snow removal during the winter months.

Maintenance Worker

9. Performs other duties as may be assigned by Director of Maintenance/Transportation, Custodial Supervisor or Building Administrator.

TERMS OF EMPLOYMENT: Salary and work year determined by negotiated collective bargaining agreement.

EVALUATION: Annually by Director of Maintenance/Transportation.

Note: This job description reflects the general requirements necessary to describe this job's functions and responsibilities and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job.

SIGNATURES:

Date: _____

Date: _____