

Maintenance

| | |
|------------------------------|--|
| Reports to: | Director of Operations |
| Classification: | Support Staff |
| FLSA Status: | Hourly |
| Terms of Employment: | 8 hours per day for 260 days. Begins July 1 and ends June 30 |
| Evaluation: | Performance on this job will be evaluated in accordance with provision of the Board's policy on Evaluation of Professional Personnel. |
| Full Benefit Package: | Sick/Personal Leave, Vacation, Paid Dental/Health/Life Insurance |
| Compensation: | \$12.04 to \$22.59 per hour. Commensurate with Education and Experience |

JOB SUMMARY: The goal of the maintenance employee is to ensure that all of the District's buildings and facilities are attractive, comfortable, clean, sanitary and well-maintained so as to promote, protect, improve and maintain the health and safety of all students and school personnel in conjunction with the philosophy of the Board of Education.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- * Promotes a positive image of the Lexington R-V School District to students, staff and visitors.
- * Comply with federal and state laws governing the purchase of supplies and equipment, renovation and construction projects.
- * Responsible for the execution of a preventative maintenance and repair program for all equipment, furniture and machinery (indoor and outdoor). Disposes of items no longer needed by the District through the surplus process.
- * Coordinates planning for present and future improvement projects in consultation with the district administration.
- * Maintains current data for all school system properties.
- * Maintains periodic inspection of all buildings and equipment on a regular basis to ensure that all fire and safety regulations are adhered to.
- * Assist in maintaining district safety.
- * Be able to use basic district technology applications (email, work orders, etc...)
- * Develop and maintain files for all buildings. These files should include blueprints, plans, specifications, contracts and other pertinent information relative to building construction, maintenance, and operation.
- * Provide environmental management and maintain proper records on environmental issues.
- * Management of district-wide HVAC program.
- * Maintains all safety and code requirements of National, State, Local codes and Board of Education guidelines.
- * Regularly inspects all facilities to determine that high standards of safety are maintained.
- * Ability to effectively motivate and train custodial staff to perform high quality work.
- * Assists the Director of Operations/Building Administrators in developing the maintenance budget and in purchasing needed maintenance supplies and equipment.
- * Maintains an accurate inventory of maintenance supplies and equipment.
- * Works closely with outside contractors when special skills are required to complete needed repairs.
- * Ensure that all heating and ventilation systems are working properly and routinely checked.
- * Ensure that all repairs are made in accordance to acceptable Code regulations.
- * Works closely with the district's administrators and technology director to ensure an effective security program is established for all buildings and facilities.
- * Works closely with local agencies and the district's administrators to ensure that the buildings and grounds are safe and in compliance with acceptable safety standards and emergency preparedness plans.
- * Ensures that the buildings and grounds are safe during inclement weather conditions.
- * Reports major repairs needed promptly to the Superintendent/Director of Operations.

- * Prepare and submit all reports as requested by the building administrators and/or Central Office administrators.
- * Maintains confidentiality of all school-related matters.
- * Communicates effectively with members of the Lexington R-V School District.
- * Perform all other duties as dictated by law and/or assigned by a Supervisor / Administration.

QUALIFICATION REQUIREMENTS:

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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

EDUCATION AND/OR EXPERIENCE:

1. High School diploma or equivalent
2. Minimum of three (3) years of experience in cleaning and/or maintenance operations of facilities.
3. Director/Lead/Personnel Experience preferred
4. Knowledge and experience in specific trade areas (HVAC certified electrical, plumbing, carpentry, etc.)
5. Experience in public facilities or schools, preferred

CERTIFICATION, LICENSES, REGISTRATIONS:

1. Valid driver's license with a good driving record.

COMMUNICATION SKILLS:

1. Ability to communicate both verbally and in writing, and interact effectively with all aspects of the school community is required.
2. Ability to solve conflicts, maintain confidentiality and remain open to various ideas and viewpoints.

MATHEMATICAL SKILLS:

1. Ability to perform basic mathematical calculations using whole numbers, fractions, decimals, and percentages.
2. Ability to perform mathematical calculations commensurate with assigned position.

REASONING ABILITY:

1. Ability to prioritize and meet deadlines while complying with established policies and procedures of the building and district.
2. Identifies and resolve problems in a timely manner, gathers and analyzes information skillfully; uses reason even when dealing with emotional topics.
3. Ability to concentrate, think, read and learn is necessary to perform the essential job duties.

OTHER SKILLS AND ABILITIES:

1. Demonstrate organizational ability and attention to detail.
2. Ability to provide assistance to the school community as necessary.
3. Ability to work independently.
4. Excellent human relation skills.
5. Knowledge of office equipment (computers, email, word, excel, copiers, fax machine, and related items).

ATTENDANCE

Regular and consistent attendance is an essential function of this position.

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee must regularly sit, talk, listen, and respond. While performing the duties of this job, the employee is regularly required to sit; use repetitive wrist, hand and/or finger movement; reach with hands and arms and talk or hear. The employee is frequently required to stand and walk. The employee will regularly stoop, kneel, crouch, and climb ladder or crawl. Specific vision abilities required by this job include close vision, distance vision, precise hand-eye coordination and the ability to identify and distinguish colors. Occasionally, the employee may lift up to 50 pounds, such as, to lift files, papers, and equipment. The foregoing is not an exclusive list and the employee may be required to exceed the minimum physical demand specifications should the safety and security of students and staff be compromised.

The above physical demands are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job duties.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this job. The noise level in the work environment is usually at a moderate to loud level with frequent interruptions. The employee continuously interacts with students, staff and the public. Travel may be necessary to various District buildings and/or other sites. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job duties.

- The Lexington R-V School District does not discriminate on the basis of race, color, national origin, gender, disability, or age in its programs and activities as required by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age of Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990. Inquiries related to District programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Lexington R-V School District Central Office, 2323A High School Drive, Lexington, MO 64067, or by telephone at (660) 259-4369.

Established - Spring 2016