

ARLINGTON HEIGHTS SCHOOL DISTRICT 25
1200 South Dunton Avenue
Arlington Heights, Illinois 60005-3122

Job Description
Maintenance – General Maintenance Employee

Purpose:

The job of Maintenance – General Maintenance Employee was established for the purpose/s of maintaining facilities in safe operating condition; performing a wide variety of basic/general maintenance activities (e.g. electrical, ventilating systems, alarms, boilers, plumbing, carpentry, etc.); addressing immediate operational and/or safety concerns; assisting skilled trades as assigned; and ensuring adequate materials are available to complete assignments in a timely manner.

Reports to:

The job of General Maintenance Employee is under the direct supervision of the Director of Facilities Management.

Essential Functions:

- Informs personnel (i.e. Director of Facilities Management, principal, FOM, etc.) regarding procedures and/or status of work orders for the purpose of providing information for making decisions, taking appropriate action and/or complying with health and building regulations.
- Requests (and sometimes acquires) equipment and supplies for the purpose of maintaining inventory and ensuring availability of items required to complete the necessary installation and/or repair.
- Responds to emergency situations during and after hours if available for the purpose of resolving immediate safety concerns.
- Informs personnel regarding procedures and/or status of work orders for the purpose of providing information for making decisions, taking appropriate action and/or complying with building and safety regulations.
- Maintains assigned vehicle, tools and equipment for the purpose of ensuring availability in safe operating condition.
- Responsible for snow plowing and salting school sites during inclement weather for the purpose of providing a safe environment for students and staff.
- Assists skilled maintenance workers with projects (e.g. transporting and/or securing materials, completing specific tasks, etc.) for the purpose of completing projects in a safe, efficient manner.
- Installs system component parts, classroom and office equipment and facility components
- Performs a variety of maintenance activities (e.g. carpentry, painting, etc.) for the purpose of completing projects within established time frames.
- Repairs a variety of furniture and building system components for the purpose of ensuring a safe working condition.
- Transports a variety of tools, equipment and supplies for the purpose of ensuring the availability of materials required at job site.
- Prepares written materials (e.g. repair status, activity logs, etc.) for the purpose of documenting activities and/or conveying information.

Other Functions

- Coordinates with assigned lead and/or supervisor and other trades for the purpose of completing projects and work orders efficiently.
- Participates in meetings, workshops, training, and seminars, as assigned for the purpose of conveying and/or gathering information required to perform job functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Minimum Qualifications:

Skills are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include:

Knowledge of:

- Basic level computer skills (e-mail, Word, Excel, etc.)
- Operating equipment used in the installation, repair and maintenance of buildings
- Planning and managing projects
- Preparing and maintaining accurate records
- Proper methods, materials, tools, and equipment used in the electrical trade
- Appropriate safety precautions and procedures
- Basic record-keeping techniques
- Basic mathematics as needed for tradework
- Proper methods of storing equipment, materials and supplies
- Custodial/janitorial duties
- Have general maintenance capabilities

Ability to:

- Plan, layout, and perform a wide variety of maintenance work, including estimating labor and materials of repairs and alterations
- Perform and learn to perform a wide range of general maintenance and repair work not requiring full journeyman skills
- Use a variety of tools and equipment utilized in the basic trade including voltmeter, ohmmeter, soldering equipment and other power tools
- Perform preventative maintenance and routine servicing of equipment
- Read and work from blueprints, shop drawings, and sketches
- Communicate effectively both orally and in writing with diverse groups
- Understand and follow oral and written directions
- Work cooperatively with others
- Work independently with little direction
- Meet schedules and time lines
- Maintain routine records
- Observe legal and defensive driving practices
- Adapting to changing work priorities
- Lift and carry 80 pounds
- Willingly except direction to perform a variety of tasks
- Demonstrate good judgment, trustworthiness, dependability, promptness, flexibility, and emotional maturity
- Have the physical dexterity to climb ladders
- Perform work in troubleshooting, design, diagnosis, repair, and maintenance
- Operate lifts, skid loader, and related department equipment
- Establish and maintain effective working relationships with those contacted in the course of work

Language Skills:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak English effectively with staff, students, and community members. Ability to read, write, and speak English at a level required for successful performance

Working Environment:

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 60% walking, and 30% standing. Employee must be able to lift and carry 80 pounds. The job is performed at times under extreme temperature variations and in all weather conditions.

Experience: Any combination of education, training, and experience which demonstrates possession of the knowledge and abilities stated above, and the ability to perform the duties of the position. Job related experience within specialized field is required.

Education: High School diploma or equivalent

Certificates & Licenses: Possess a valid Illinois driver's license.

Performance Responsibilities

The specific duties and responsibilities of the General Maintenance Employee shall be to:

- Perform preventative maintenance and perform preventive maintenance;
- Assist with wiring new and altered buildings;
- Determine requirements for parts, materials, supplies, tools and equipment; establish cost of repairs and equipment replacement; check and test new equipment;
- Install basic electrical devices (e.g. switches, outlets, ballasts, etc.);
- Maintain tools, equipment and supplies in a safe and orderly condition;
- Maintain routine records and purchase parts as necessary;
- Remove snow and ice as needed;
- Maintain high-quality standards in housekeeping for both inside and outside work areas;
- Be responsible for the proper and economical use of all supplies, tools, and equipment used in the performance of duties;
- Keep tools and mechanical equipment owned by the district in clean condition and good repair;
- Comply with and ensure all rules, regulations, and safety policies are followed;
- Respond to any emergency within the scope of ability;
- Keep required records and perform necessary paperwork (e.g., work orders and request forms for vacation and personal business days) within the required time frame;
- Operate a district vehicle observing traffic laws and using defensive driving practices;
- Perform technical and mechanical building repairs and construction as directed to maintain the district's physical facilities;
- Be responsible for the security of district facilities;
- Move furniture, supplies, and miscellaneous equipment as directed;
- Be responsible for good housekeeping practices in both interior and exterior working areas;
- Keep district vehicles clean and in good running condition;
- Assume responsibility for ordering equipment parts and materials;
- Note and report all items that require repair in the course of work;
- Report injuries and accidents immediately to the supervisor and complete the necessary paperwork relating to the injury or accident;

- Inform the Director of Facilities Management on the progress of work and any problems within the department or in the work being performed;
- Fill in for persons absent in any area of custodial or maintenance work;
- Communicate effectively and cooperate with district personnel; and
- Perform other duties as assigned.

FLSA Status: Non-Exempt