

**GLEN ELLYN SCHOOL DISTRICT 41
GLEN ELLYN, ILLINOIS**

JOB DESCRIPTION

TITLE:

Maintenance/HVAC

CLASSIFICATION:

Administrator:

GEEA

ESP:

X AFSCME

 EXEMPT

DEPARTMENT:

Buildings and Grounds

REPORTS TO:

Director of Buildings and Grounds

GENERAL RESPONSIBILITIES

General Maintenance/HVAC is responsible for the general upkeep and maintenance of all HVAC systems in order to provide for the efficient, effective, and safe use of district property.

ESSENTIAL JOB FUNCTIONS

- Monitors HVAC systems via computer, making adjustments as needed to regulate temperatures for occupant comfort.
- Picks up work orders and follows up with requested building and grounds repairs and maintenance including: repairing locks, and repairing plumbing, heating and air conditioning systems.
- Removes and installs plumbing fixtures and pipes and repairs toilets as needed.
- Delivers copy paper, furniture, and other materials to buildings as needed.
- Provides some landscaping and snow removal assistance including snow removal from driveways and areas other than sidewalks, salting, and tree limb removal as needed.
- Conducts building checks in off-hours such as on holidays and weekends as assigned.
- Provides substitute support for custodian or delivery person as needed.
- Replaces filters in the HVAC systems in buildings as needed.
- Performs light carpentry, HVAC, plumbing, and electrical repairs.
- Installs equipment in buildings.
- Repairs and maintains playground equipment, and installs signs, shelves and screens, etc.
- Provides basic equipment maintenance.
- Interfaces with all levels within the District and with outside vendors and suppliers.

KNOWLEDGE AND SKILLS

- Extensive knowledge of HVAC systems.
- General knowledge of plumbing systems and blueprints is preferred.
- Experience in using hand tools and power tools is required.
- Knowledge of buildings and basic trades is preferred.
- Must be able to operate light trucks, snowplow and tractor equipments.
- Requires some heavy lifting and physical labor
- Must be able to read, write, understand, communicate, and follow directions in English.

- Must be available to work overtime on school holidays, before and after school, and in outdoor conditions as required.

EDUCATION AND CREDENTIALING

- High school diploma or equivalent.
- Must hold a valid Illinois drivers license.

EVALUATION

- Director of Buildings and Grounds will evaluate annually

DIRECT REPORTS TO THIS POSITION

- Not applicable.

WORK YEAR

- 12 month.

PHYSICAL ABILITY JOB REQUIREMENTS	Not Important	Desirable	Essential	Critical
Walking or standing				X
Seeing				X
Hearing				X
Lifting/carrying objects weighing 5-20 lbs.				X
Lifting/carrying objects weighing over 20 lbs.				X
Pushing/pulling carts, dollies, etc.				X
Climbing ladders, scaffolding, etc.		X		
Regularly working at assigned site(s).	X			
Driving a car, van or truck on public roads or highways.				X
Proofreading and checking documents for accuracy.			X	
Using a keyboard to enter, retrieve or transform data.		X		
Dealing with employees, suppliers and/or customers in high-stress situations.		X		
Conducting performance reviews with employees who report to you.	X			
Disciplining and when necessary, discharging employees.	X			
Working in an area that is somewhat uncomfortable due to noise, drafts, etc.			X	
Working in confined area for 2+ hours at a time.		X		
Working in an area that is very unpleasant due to temperature, odor, noise, etc.		X		
Operating heavy equipment and/or performing other very hazardous duties.		X		
Looking at computer screen/reading data on PC.		X		

By signing this, I affirm that I have read and understand the contents of this document.

Employee Signature