

Maintenance

Pemiscot County Special School District

Job Title: Maintenance Employee
Department: Facilities and Transportation
Reports to: Principal and or Superintendent (as assigned)
Classification: Non-exempt (*This is either exempt or non-exempt and is determined in accordance with the Fair Labor Standards Act. Remember, what the person does, not their title determines exempt status.*)

Job Summary:

The maintenance staff is responsible for repair and upkeep of district facilities and bus fleet.

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, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Duties and Responsibilities:

An individual who holds this position is required to:

Perform various maintenance tasks such as minor electrical, plumbing and facility repairs

Perform general labor inside and outside the physical plant including handling materials and supplies, moving equipment and operating power-driven equipment

Drive district vehicles and equipment such as mowers

Assist with seasonal grounds work such as snow, ice and leaf removal and lawn care

Maintain facilities in accordance with state and local safety and code requirements and Board of Education policies and administrative procedures

Maintain and repair bus fleet as needed including basic maintenance (oil, filter, tires, and any general system required maintenance)

Monitor daily bus inspection sheets submitted by district bus drivers and make needed repairs in a timely manner

Make arrangements for any major repairs that can not be done by district maintenance staff

Prepare bus fleet for yearly inspections by the Missouri State Patrol

Any other duties as assigned

Supervisory Duties:

None

Qualifications:

Education

High school diploma or the equivalent. Experience in general maintenance and or as a mechanic preferred.

Maintenance

Certificates, Licenses, Registrations

Required certificates, licenses and registrations vary with the assigned duty of the individual. For general maintenance, none are required.

Skills and Abilities:

Language

An individual who holds this position must have the ability to:

Read and interpret documents such as safety rules, operating and maintenance instructions and procedural manuals

Write routine reports and memos

Respond to requests from staff members

Ability to work with little supervision

Ability to interact in a friendly manner with co-workers, parents and students

Computation

An individual who holds this position must have the ability to:

Add, subtract, multiply and divide using units of American money, weight, volume and distance.

Apply concepts of basic algebra and geometry

Reasoning

An individual who holds this position must have the ability to:

Solve practical problems

Interpret instructions given orally, in writing by diagram or form

Technology

Basic computer skills including the ability to use computer-based maintenance schedules and requests

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

Physical Demands:

While performing these duties, the employee is frequently required to stand, walk, use hands and fingers to handle or feel objects tools or controls and talk and hear.

The employee is frequently required to reach, climb, bend, squat, stoop and kneel

The employee continuously uses hand strength to grasp and use tools and climb ladders.

The employee must frequently lift or move up to 50+ pounds. Occasionally the employee will lift or move up to 90+ pounds. The employees will frequently push or pull items such as tables, scaffolds and air compressors..

Specific vision requirements include close and peripheral vision, depth perception and ability to focus

Maintenance

Attendance:

Consistent and regular 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.

Conditions and Environment:

While performing the duties of this job the employee regularly works indoors and occasionally works outdoors in all kinds of weather. The employee will work near or with moving mechanical equipment. The employee may occasionally work with toxic or caustic chemicals. The employee will frequently work alone and will occasionally work irregular or extended hours. The noise level of the work environment is usually moderate but can occasionally be loud.

The information contained in this job description is not an exhaustive list of the duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.