

Sparta Area School District

Article 234 - Specifications for the Maintenance Worker

The Maintenance Worker shall be concerned with all aspects of maintenance of district buildings and equipment.

QUALIFICATIONS:

1. High School Diploma.
2. Vocational school training and/or work experience in areas of responsibility.
3. Valid Wisconsin Driver's License.
4. Ability to operate a variety of equipment including forklifts, mowers, skid steers, chain saws, and snow removal equipment.
5. Ability to communicate effectively orally and in writing.
6. Ability to handle multiple projects (be flexible) and prioritize tasks simultaneously in an organized and timely manner.
7. Ability to access information using computers, phones, and other appropriate technology.
8. Attention to detail.
9. Ability to be positive and professional at all times.
10. Ability to related and work well with students, parents and community members.
11. Experience in carpentry, maintenance, and repairs.
12. Ability to work effectively and efficiently in an unsupervised environment.
13. Ability to assist supervisor of buildings and grounds, systems repairpersons, or other staff with needed within and outside regularly scheduled working hours.
14. Ability to keep records and make reports.
15. Ability to work with building custodians as necessary.
16. Some supervisory experience is desirable, but not necessary.
17. Ability to exert up to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects.
18. Ability to endure frequent reaching, handling, and fingering and occasional climbing, balancing, stooping, kneeling, crouching, talking, hearing, and working with near acuity.

SUPERVISION/EVALUATION:

The Maintenance Worker reports to the Supervisor of Buildings and Grounds, who is also the primary supervisor.

Maintenance Workers should communicate problems or concerns to the Supervisor of Building and Grounds. The Director of Business Services may assist the Supervisor of Buildings and

Grounds in addressing problems or concerns. If a problem or concern is not resolved, the problem or concern should be referred to the Superintendent.

SUPERVISION/EVALUATION:

The primary supervisor is the Supervisor of Building and Grounds. Performance of this job will be evaluated in accordance with the provisions of Sparta Administrative Rule. The Supervisor of Building and Grounds may consult with the Director of Business Services in his/her supervision role.

JOB GOALS:

1. Provide for an appropriate, efficient, and comfortable environment for students and staff.
2. Assist in providing safe and efficient school operations through proper maintenance and upkeep of district buildings and equipment.
3. Maintain strong relationship between district, staff, and community.
4. Meet contractual obligations and adhere to board policy.

PERFORMANCE RESPONSIBILITIES:

Under the supervision of the Buildings and Grounds Supervisor, the Maintenance Worker will:

1. Complete general remodeling, maintenance, and repairs, as assigned by the Supervisor of Buildings and Grounds within the school district.
2. Attend schools and training institutes, at district expense, with the goal of becoming more knowledgeable regarding general maintenance.
3. Ability to ascertain, recognize, and report areas of needed attention as required for proper preventative maintenance care and consideration of the school calendar.
4. Be generally responsible for supply storage, inventory control, and supply distribution.
5. Receive work orders from the Supervisor of Buildings and Grounds.
6. Confer with the Supervisor of Buildings and Grounds when contracted repairs are needed.
7. Clear snow and maintain lawn cooperatively with other buildings and grounds staff using district equipment.
8. Assist other buildings and grounds staff as requested by the Supervisor of Buildings and Grounds or Director of Business Services.

EXAMPLES OF WORK: (Including but not limited to:)

1. Complete remodeling, repairs, alterations, replacements, installations, assembly, etc of various items and articles as directed.
2. Assist with grounds and maintenance upkeep.
3. Consult with the Supervisor of Building and Grounds on any needed building repairs.
4. Recommend various projects and needed interior maintenance.
5. Supervise emergency repairs – personally troubleshoot when necessary.
6. Establish economical maintenance scheduling.
7. Maintain an inventory of maintenance supplies and materials for general maintenance.
8. Assist in the establishment of specifications for supplies and materials.
9. Maintain a constant check on incomplete work and estimate hours needed to complete work.
10. Assist with other areas of maintenance and systems as may be assigned.

Legal Reference:

Cross Reference:

Approved: November 28, 2006

Revised August 22, 2017