

Facility Maintenance Worker

INCUMBENT NAME:

REPORTS TO:

Facility Operations Manager

DEPARTMENT:

Maintenance

FLSA DESIGNATION:

Non-Exempt

PART I – SUMMARY OF SCOPE OF CLASSIFICATION

This class is accountable for building cleanliness and repair in order to maintain a safe environment.

PART II – MINIMUM KNOWLEDGE, SKILLS AND ABILITIES

A. EDUCATION AND EXPERIENCE:

General Experience:

One (1) year of experience in work that could reasonably be expected to provide the knowledge, skills, and abilities listed below.

Physical Requirement: Employees appointed to positions in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties of the class. A pre-employment physical examination is required.

Incumbents in this class may be required to lift moderate to heavy weights and may be exposed to significant levels of dust, heat, noise, extreme weather conditions and risk of injury from equipment and assaultive and/or abusive students.

B. CREDENTIALS:

None.

C. LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:

Incumbents in this class may be required to possess a current Minnesota Motor Vehicle Class D Operator License.

D. CONTINUING EDUCATION REQUIREMENTS:

None.

E. KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to understand the concepts of District 287 educational operations;
2. Ability to read blue prints, apply knowledge of general plumbing, electrical repair and general building repairs;
3. Ability to follow directions and make decisions related to general cleaning practices and department procedures, organize the daily routine, organize periodic cleaning and follow-up functions of the position and work area including the ability to prioritize tasks as needed;
4. Ability to work with a variety of people and to work cooperatively with district staff and students in a teamwork environment;
5. Ability to work with individuals from diverse backgrounds.
6. Ability to exercise independent judgment concerning maintenance needs of building schedule and perform general preventative maintenance in a timely manner and as appropriate.
7. Oral and written communication skills and ability to work with computers.

PART III – POSITION SUPERVISES:

None.

PART IV - ESSENTIAL FUNCTIONS

The following identifies the primary and essential functions of the position and is not intended to be an

exhaustive listing of all duties.

1. Ensures security of buildings through opening and locking doors and setting alarm system.
2. Performs general cleaning, including emptying trash, cleaning tables and sinks, sweeping, mopping and vacuuming floors, cleaning walls, washing windows in all rooms and areas inside and outside of district buildings as assigned and as conditions require;
3. Ensures boilers, pumps and other heating and air exchange systems are in good working order. Takes immediate action to address issues and notify Supervisor as needed to address any issues that arise. Checks the HVAC computerized system and reports any irregularities as appropriate.
4. Coordinates with vendors and District 287 temporary hires to ensure cleaning of buildings, snow removal, capital improvement and various outside trades workers including painters, plasterers, electricians, and oversees parking lot repair;
5. Performs outside duties, including sweeping and shoveling sidewalks and other areas;
6. Installs various items using carpentry tools, including white boards, cork boards and similar items. Repairs miscellaneous items as needed;
7. Troubleshoots problems related to custodial or building and grounds maintenance;
8. Orders supplies for cleaning needs;
9. Performs preventive maintenance tasks including but not limited to the following: checks gauges for established settings; relies on computerized work order and preventative maintenance computer program for scheduling and recording of work performed
10. Checks belt tension (blowers, fans and rotating equipment);
11. Checks steam trap indicators;
12. Changes filters;
13. Inspects doors for damage, and repairs or arranges for repairs as appropriate;
14. Tightens chairs, tables, desks, door hinges, and cabinets and lubricates when necessary;
15. Replaces castors;
16. Cleans grease traps;
17. May check temperatures against pre-established settings;
18. May clean strainers and boilers;
19. May spot patch walls and paint walls;
20. May replace washers;
21. May repair minor leaks in toilets, drinking fountains, etc.;
22. May attach shelving and put up bulletin boards, pictures, etc.;
23. May clean motor housings, ducts and other mechanical equipment;
24. May act as a relief person for other maintenance employees;
25. May perform custodial functions as required;
26. May move furniture;
27. May be required to perform minor plumbing repairs and/or duties;
28. Will use District owned technology to perform daily, weekly and monthly job duties as required, utilize district's MMS (Maintenance Management Software) to manager maintenance requirements, complete monthly inspections and fill out electronic forms as appropriate;
29. May be required to utilize only District owned technology for off-site monitoring of building systems;
30. Responsible for addressing and responding to customer concerns, whether received electronic or otherwise, in a manner that is consistent with industry standards; and District's E-mail guidelines and operating procedures.
30. Other duties as assigned

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY THE EMPLOYEE ASSIGNED TO THIS POSITION. THEY ARE NOT TO BE CONSTRUED AS AN EXHAUSTIVE LIST OF ALL JOB RESPONSIBILITIES AND DUTIES PERFORMED BY PERSONNEL SO CLASSIFIED. DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE DISTRICT WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGE BOTH PROSPECTIVE AND CURRENT EMPLOYEES TO DISCUSS POTENTIAL ACCOMMODATIONS WITH THE DISTRICT WHEN NECESSARY.