

## WINSLOW UNIFIED SCHOOL DISTRICT NO. 1 – POSITION DESCRIPTION

### **TITLE: MAINTENANCE WORKER – FACILITIES AND FIELDS/GROUNDS**

**EMPLOYEE CLASSIFICATION:** Non-exempt, Classified

#### **MINIMUM QUALIFICATIONS:**

- High School diploma or GED
- Experience in facilities and grounds maintenance preferred
- Valid Arizona driver's license

**OVERVIEW OF JOB DESCRIPTION:** Under general supervision, provide overall maintenance for school buildings, playgrounds, fields, and other facilities.

#### **PERFORMANCE RESPONSIBILITIES:**

1. Follows local, state and federal law and adheres to State Department of Education and local school board policy.
2. Establishes and maintains a good rapport with students, employees, and community members.
3. Responsible for emergency repair of buildings and facilities such as minor electrical, plumbing, carpentry, heating, air conditioning, etc.
4. Repairs urinals, toilets, sinks, doors, walls, playground equipment as needed.
5. Checks buildings, equipment, and playground for necessary repairs.
6. Assists with the installation of sinks, playground equipment, water lines, and plumbing.
7. Replaces lights, breakers, fuses, ballast, and switches.
8. Provides preventative maintenance for school facilities and playground equipment.
9. Provides preventive maintenance on cafeteria ovens, freezers, refrigerators, salad bar units, and warmer units.
10. Services heating and air conditioning units.
11. Provides general carpentry work.
12. Uses proper care of all maintenance supplies/equipment/tools within work area of responsibility.
13. Transports equipment, tools and supplies to various locations.
14. Assists in all other areas based on the overall maintenance needs of the district.
15. Operates small and medium sized maintenance vehicles and equipment.
16. Assists with the maintenance of fields under the direction of the supervisor.
17. Completes work order forms following completion of assigned work projects.
18. Must be able to work various shifts as needed.
19. Must be able to perform maintenance tasks working outside in all weather conditions including hot sun.
20. Performs other job related duties as assigned.

**REPORTS TO:** Facilities Maintenance Supervisor

**TERMS OF EMPLOYMENT:** Work year to be established by the Board. Salary is determined by individual training and experience level on approved salary schedule.

**EVALUATION:** Performance of this position will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**ADA ACCOMMODATIONS:** Decisions regarding appropriate and reasonable accommodation(s) will be based upon the merits of each situation. The principal criteria will be that of effectiveness and safety.