

## Maintenance - Worker

**Job Title:** Maintenance - Worker  
**Department:** Maintenance/Custodial  
**Reports to:** Supervisor of Buildings and Grounds, Principal  
**Classification:** Non-exempt  
**Category:** Support Staff

### Summary

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

### Essential Duties and Responsibilities

*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.*

- Must have basic skills in carpentry, plumbing, electrical, and H.V.A.C.
- Must be skilled in operation and maintenance of diesel tractors as well as other engines and equipment.
- Assist with upkeep of buildings, equipment, and grounds.
- Able and willing to help with snow removal and custodial work as assigned.
- Able to prioritize jobs and work closely with building administrators and teachers as well as other staff members.
- Adaptable to changes in scheduled work hours to meet maintenance requirements of the District.
- Capable of supervising others.
- Must be a licensed driver with ability to operate all school vehicles in a safe and proper manner.
- Be able to estimate materials and/or equipment needs for new or repair projects.
- Assist with painting.
- Assist in loading and unloading groceries and supplies from the central warehouse.
- Assist with inventory control and accounting.
- Other duties as assigned and/or prescribed by Maryville R-II School District policies and procedures.

### Supervisory Duties

None

### Qualifications

**Education** - High school diploma or the equivalent.

### 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.

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### **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.

### **Physical Demands**

*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.*

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.  
Must be able to travel between district facilities.  
Must be able to communicate in noisy environments such as construction sites.

### **Attendance**

Consistent and regular attendance is an essential function of this position.

### **Conditions and Environment**

*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.*

The individual who occupies this position will regularly be required to work outside, occasionally in inclement weather including rain, snow, and temperatures below freezing or in excess of 100 degrees. 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.