

**BOARD OF EDUCATION, DISTRICT 148
DOLTON, COOK COUNTY, ILLINOIS**

**SKILLED MAINTENANCE POSITION
JOB DESCRIPTION**

The District climate is directly influenced by the school personnel within each building and the cleanliness and proper maintenance of its school facilities. The District must ensure that each school site provides a healthy, clean, safe, and orderly environment for its students and staff. The maintenance and custodial staff of School District #148 are directly accountable for properly completing any task necessary to maintain the school sites in an appropriate educational environment.

Skilled Maintenance personnel have the responsibility to complete maintenance duties as assigned by the Superintendent or his/her designee, the Director of Buildings and Grounds, the Business Manager, and/or the Night Supervisor.

This position requires skilled manual work performing preventative maintenance tasks, general maintenance tasks and repairs of buildings, building equipment and systems involving a wide variety of trade areas. Work is performed independently and reviewed upon completion.

ESSENTIAL FUNCTIONS/TYPICAL TASKS: The minimum performance expectations include, but are not limited to, the following functions/tasks. Employees must have the ability to perform the essential functions with or without a reasonable accommodation. .

Duties include but are not limited to the following:

- Applies knowledge of multi-trades areas in preventative maintenance, general repair, and minor construction duties involving school building structures; heating/air conditioning, electrical and plumbing systems; and related interior/exterior equipment and furnishings
- May be required to lead, train, assign, and inspect work of a lower level or entry level trade position while performing the more difficult, specialized mechanical and building trade tasks
- Diagnoses problems for referral to a higher skilled maintenance trade when necessary
- Performs preventive maintenance on heating and air conditioning equipment such as checking and adjusting gauges and valves for pressure and temperature control, lubricating motors, inspecting and changing fan belts, cleaning intake and supply vents, cleaning coils, cleaning air handler units (AHU's), refurbishing AHU's, changing filters; regulating systems manually or through the use of computerized electronic controls
- Performs emergency repairs such as removing and replacing broken glass or securing openings when necessary, unstopping toilets, unclogging drain and sewage lines, stopping leaks
- Applies knowledge of electrical repair and necessary safety precautions in performing duties such as repairing broken wires, replacing light switches and electrical outlets and changing ballasts
- Utilizes plumbing knowledge in the maintenance and repair of plumbing fixtures such as replacing washers and valve stems and rebuilding flushometers
- Performs assigned construction and carpentry work such as erecting floor-to-ceiling room partitions, building benches and wooden railings, fitting and refitting doors
- Responds to daily work orders and scheduled preventative maintenance assignments as assigned by supervisors
- Sets priorities based on maintaining a safe and sanitary environment for the welfare of the students
- Applies knowledge of standard tools, materials, equipment, and methods of multi-trades areas in the performance of daily work assignments; cleans tools and work area upon completion of project

**BOARD OF EDUCATION, DISTRICT 148
DOLTON, COOK COUNTY, ILLINOIS**

- Reads and interprets blueprints, specifications, and schematics to pinpoint and resolve mechanical problems
- Erects and works from scaffolding where needed; lifts heavy objects and works from moderately high elevations on a regular basis
- May be required to act as liaison with outside contractors and assists in major repair as assigned
- Performs related work as assigned
- Maintains and operates snow plows, snow removal equipment and all indoor and outdoor maintenance equipment
- Is responsible for working with administrators to provide safe, secure and properly functioning mechanical, electrical, plumbing and security equipment
- Operates man-lifts when assigned
- Monitors building boiler and chiller functions and reports any equipment operational issues to supervisors
 - Reports daily to the Director of Building and Grounds on any issues related to the proper operation of boilers, chillers and other equipment assigned to him/her
 - Works with the Building and Grounds Director to establish and follow preventative maintenance procedures for all of the district's major equipment
- Services all HVAC equipment in accord with district and manufacturer specifications and recommendations.
 - Must be fluent in and able to read and write and speak English
 - Responsible for working with the Buildings and Grounds Director to understand, interpret and use technical manuals and operator instructions for all major equipment
 - Assists supervisors with the monitoring, operation and management of the district's energy management system(s)
 - Requires the ability to learn routine and non-routine maintenance methods, procedures and equipment usage
- Must be able to follow oral and written directions and have the ability to get along well with others
- Attends in-service training as assigned to develop and improve knowledge and skills of building service work
- Performs building security checks within the District during days or nights as designated
- Responds to alarm calls as assigned
- Complies with and instructs others on the district's safety policies and risk management procedures
- Skilled Maintenance personnel are supervised by Administrators as directed by the Superintendent or his/her designee
- Responsible for understanding and training related to proper cleaning methods, storage, safeguarding and proper disposal of designated equipment and supplies
- Responds promptly to work order assignments
- Operates District vehicles while observing all laws and regulations pertaining to traffic.
 - Must have a valid Illinois driver's license
 - Must allow an annual (or more often) check of driving record

**BOARD OF EDUCATION, DISTRICT 148
DOLTON, COOK COUNTY, ILLINOIS**

- Reports all accidents and/or potential hazards to the building administrator and Buildings and Grounds Director or Night Supervisor immediately, or as soon as reasonably possible
- Opens and/or secures the building, on all days of the week, including weekends, to provide protection against vandalism and theft as requested by supervisor(s)
- Observes and promotes safe work practices and procedures at all times
- Uses and wears safety and/or protective equipment, as appropriate
- Takes all necessary and reasonable precautions to protect students, employees, visitors, equipment, materials and facilities
- Complies with and supports school and district regulations and policies
- Models non-discriminatory practices in all activities
- Performs other duties as assigned by the Superintendent, Business Manager and immediate Supervisors in accordance with school district policies and practices
- Candidate must possess good moral character and must undergo a criminal background investigation in accordance with Illinois statutory requirements

PHYSICAL DEMANDS/REQUIREMENTS: Work is typically performed walking or standing. The work includes, but is not limited to stooping, kneeling, crouching, reaching, pulling and lifting. Maintenance employees must be able to lift objects weighing up to approximately 25 pounds frequently and up to approximately 75 pounds occasionally. The environment may expose the employee to potentially hazardous substances. Work is subject to inside and outside environmental conditions, extreme temperatures, noise and hazards. Vocal and written communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work and observing general surroundings and activities. Skilled Maintenance employees are in daily contact with teachers, students, administration, the general public and other work related personnel. This position requires advanced abilities to coordinate and prioritize work activities, use a computer for email, energy management systems, spread sheet and word processing tasks. The Skilled Maintenance employees must be able to handle customer complaints, express a service-oriented attitude, communicate effectively and work with limited supervision.

AD-40b
Revised 1/2011