



WAUNAKEE

COMMUNITY SCHOOL DISTRICT

Job Description

Position Title: Maintenance Worker

Employee Group: Custodial and Maintenance

Classification: CM-L3

FLSA: Non exempt

Supervisory Responsibilities: LTE Seasonal Maintenance Workers

Reports to: Director of Facilities

Qualifications:

1. High school diploma or equivalent
2. Good communication skills
3. Ability to assume responsibility, display initiative, think critically and exercise good judgment.
4. Basic computer knowledge and skills.
5. Valid driver's license

Preferred experience:

CPR/ First Aid certification

Job related experience

Maintenance Worker General Responsibilities:

Under general supervision, repair and maintain equipment, buildings, and grounds at all district locations. Performs skilled, semi-skilled, and manual tasks related to painting, carpentry, plumbing, electrical, mechanical/automotive, welding, masonry and other building maintenance services.

Essential Functions: *Other duties may be assigned. This list is illustrative only and is not a comprehensive listing of all functions and tasks performed by incumbents.*

1. Operate equipment including that used for lawn mowing and snow removal e.g. plow trucks, skid steers, tractors, salting equipment and snow blowers.
2. Establish and maintain trees, shrubs, planting beds; including mowing, weeding, plant material removal.
3. Install and maintain fences, fence lines and property borders.
4. Assist with set up and tear down of equipment or materials for school activities as requested.
5. Assist with emergency response situations.

6. Maintain and repair district machinery and athletic field equipment.
7. Assist the Director of Facilities in creating and executing preventative maintenance programs.
8. Maintenance or repairs may necessitate use of a ladder or mechanical lift.
9. Obey all safety rules and regulations.
10. Moves heavy items which might necessitate the lifting of heavy or bulky articles.
11. Regularly load, lift or unload supplies and materials, equipment, etc from 50-75 lbs.
12. Attends meetings, in-service training, workshops, etc. for the purpose of gathering information required to perform job functions.
13. Monitors activities in and around work areas for the purpose of preventing injuries and ensuring site safety.
14. Maintains tools and equipment inventory.

Other Functions

- Maintain confidentiality regarding students, student records, parents, staff and any other school-related issues.
- Promote a positive image of the District at all times.
- Perform other responsibilities as assigned by the Director of Facilities, Executive Director of Operations, or Superintendent.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge, Skills, Abilities

Specific knowledge of school building and/or commercial /industrial building mechanical, electrical, and plumbing systems.

Standard principles, methods, materials, and equipment used in one or more of the skilled maintenance trades.

Written and verbal communication in English; perform multi-step actions after written or verbal instructions.

Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

Add, subtract, and multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to maintain good relationships with others. Good human relations skills.

Ability to use job-related equipment and tools.

Operate basic functions of computers, tablets, and mobile phones for email, work orders, mapping, diagrams, SDS system, internet use, training, printing and other computer-related applications/functions.

Flexibility is required to work with others in a variety of circumstances and as a team; and to work with a wide diversity of individuals.
Work with specific job-related data using problem solving to identify issues and adapt to changing work priorities with interruptions.

Physical Demands

The usual and customary duties require the following physical demands: significant lifting of moderate and heavy weight, carrying, pushing, and/or pulling; some climbing and balancing; frequent walking, stooping, kneeling, twisting, crouching, and/or crawling; and significant fine finger dexterity. Working around equipment and machinery having moving parts and generating heat and moderate noise.

Work Environment

This job is performed both indoors and outdoors and under conditions with some exposure to injury and/or illness.

Employees in this position are designated essential-as-needed-personnel and as such may be required to work during emergency events, are subject to call to duty, and may be required to work beyond their normally scheduled hours with little or no advance notice.

Adopted: 4/22/91

Revised: March 1994
9/8/97
10/29/2020
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