

**MINOOKA COMMUNITY CONSOLIDATED SCHOOL DISTRICT 201**  
**JOB DESCRIPTION**

Job Title: **Maintenance/Grounds Staff**  
Pay Schedule/Range: **Per Local No. 399 Contract**  
Prepared/Revised Date: **June 2023**

Reports To: **Buildings & Grounds Director**  
FLSA Status: **Non Exempt**  
Work Year: **259-261 Days**

**PRIMARY FUNCTIONS:** To perform various repair, maintenance and fabrication duties on the district's building infrastructure to insure a safe and functional environment and create a quality-learning environment.

**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, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The frequency and percentage of time of duties may vary based on building assignment.*

Job Tasks Descriptions
1. Performs routine preventative maintenance and repairs on HVAC, electrical and plumbing and carpentry.
2. Provides detailed record of work completed on major building systems and equipment through the use of a district computerized maintenance program and PM logs.
3. Ability to use proper testing equipment that relates to job requirements and troubleshooting equipment.
4. Works at all district sites when needed and as directed by the Director of Buildings and Grounds.
5. Be able to perform tasks in all major trades and seek continuous education with district support.
6. Practices safety at all times, within occupational health and life safety codes and on the job standards when handling equipment (OSHA Standards).
7. Maintains and develops knowledge in major trades (electrical, plumbing, carpentry, BAS system, HVAC and troubleshooting skills) as job responsibility requires.
8. Cooperates with building head custodians in the maintenance, prevention and repair of building systems.
9. Be available (24/7) and able to handle emergencies and emergency repairs. If you are not available, make arrangements for someone on staff to respond to emergencies.
10. Serves on the snow removal crew.
11. Conserves energy whenever possible.
12. Maintains a positive attitude with staff and students.
13. Be able to work in high elevations, including but not limited to roofs, scaffoldings, lifts, and ladders as needed and/or required.
14. Be able to move, carry and unload up to 50 lbs.
15. Operates and performs general maintenance on all maintenance vehicles.
16. Be able to obtain a Universal CFC certification qualification, preferred.
17. Performs all work within a timely and efficient manner.
18. Assumes responsibility for other duties as may be assigned by the Director of Buildings and Grounds.

**EDUCATION:**

- High School Diploma or GED
- Associates degree in HVAC or high school diploma with sufficient HVAC trade background to fulfill district needs, preferred

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Valid driver's license
- Criminal background check required for hire; employment contingent on appropriate results
- Pre-employment medical examination required

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Three (3) years' experience in boiler operation, HVAC, BAC systems operations and maintenance repairs preferred
- Demonstrates mechanical and analytical skills as well as the ability to resolve any issues as they appear
- Experience electrical and plumbing maintenance and constructions
- Strong written and verbal communication skills and computer skills
- Demonstrates aptitude for successful completion of the assigned task
- Must be able to work independently and as part of a team, requiring strong communication and interpersonal skills
- Ability to take initiative in all areas of responsibility
- Must possess a strong work ethic and have the ability to work well and treat others with respect
- Ability to learn quickly and adapt in an ever-changing environment
- Ability to take initiative in all areas of responsibility
- Such alternatives to the above as the Board of Education may find appropriate and acceptable

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

<b>Reports to:</b>	<b>POSITION TITLE</b>	
	Building & Grounds Director and/or Designee	
<b>Direct Reports:</b>	<b>POSITION TITLE</b>	<b># of Employees</b>
	None	

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below 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 the essential functions.*

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to sit; stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move a minimum of 20 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

**WORK ENVIRONMENT:** The noise level in the work environment is usually moderate.

**MENTAL FUNCTIONS:** While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, coordinate, synthesize, use interpersonal skills, compile, compute, evaluate, and negotiate.