



# **LEBANON SCHOOL DISTRICT**

## **Lebanon, Pennsylvania**

### **JOB DESCRIPTION**

**POSITION:** General Maintenance

**RATE:** Based on AFSCME Collective Bargaining Agreement

**REPORTS TO:** Director of Buildings & Grounds

**JOB GOAL:** This position involves work on a variety of tasks of repair, maintenance, and alterations involving all district properties.

### **EDUCATION AND EXPERIENCE**

- Must have high school diploma or equivalent.
- Prior experience in a similar role is required
- Must be trained in the use of most maintenance related equipment.
- Must have experience working with construction contractors, chemicals, industrial cleaners, welders, and carpentry.
- Must have the ability to read, write, speak, and understand English fluently.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to perform multiple, non-technical tasks with a need to periodically upgrade skills to meet changing job conditions.
- knowledge of the operation of generators, air compressors, pumps, and motors.
- Must be familiar with electric and plumbing, sports fields and layouts, two- and four-cycle engines.
- Must be able to operate welders, backhoes, plows, large grass mowing equipment, drill presses, and various hand tools.
- Must be able to operate equipment including, but not limited to, backhoes, plows, forklifts, and large grass mowing equipment.
- To perform basic math, reading, and follow instructions; and understand multi-step written and oral instructions.
- Knowledge of equipment methods and techniques.
- Ability to become familiar with online Safety Data Sheets, use of fire alarm system and building security system.
- Operate equipment using a variety of standardized methods.
- Ability to work with others.
- Ability to problem solve.

### **PERFORMANCE RESPONSIBILITIES:**

- Daily attendance and punctuality are required for the purpose of ensuring the goals of the work unit can be met.
- Must also comply with Lebanon School District Board Policies and follow the AFSCME contract.
- Attends in-service trainings as assigned (pesticide application, forklift, instruction on blood-borne pathogens, cleaning solvents, floor care, first aide, etc.) for the purpose of receiving information on new and/or improved procedures.
- Responds to immediate safety and/or operational concerns (facility damage, alarms, etc.) for the purpose of taking appropriate action to resolve and maintain a functioning physical and educational environment, including covering for custodians on a temporary basis if needed.
- Performs assignments relating to ensuring all schools and district sites can safely function. This includes working cooperatively with custodial employees during emergency operations and ensuring that all grounds are well maintained and presentable by mulching, cutting grass, trimming, landscaping, lining fields and preparing athletic fields for games; assisting with the removal of snow and ice on all district properties by shoveling, plowing, salting, etc., and other duties as assigned.
- Performs regular inspections of equipment, reporting any hazards and identify to ensure safe conditions, proper use, assisting with prevention of waste.
- Assists with various plumbing and heating related duties; cuts thread, assembles and lays pipe; assists in the purchase, installation, repair and maintenance of various plumbing, heating and air conditioning fixtures; performs welding and metal fabrication. Greases, oils, and changes filter in heating and cooling equipment and keep all district equipment well maintained. Assists with maintaining food service equipment as needed.
- Repairs and replaces switches, receptacles, ballasts, and other electrical and wiring fixtures and systems. Constructs, rebuilds and repairs district equipment and facilities.
- Repairs and replaces floors, doors, windows, roofs, soffit and gutters, and other building parts and equipment; prepares and paints surfaces. Installs and maintains locks; troubleshoots. Weld broken tractors, mowers, chairs, fencing, piping, etc.
- Operates a variety of equipment and machines, including saws, and various hand and power tools, welders, etc., to perform repair and maintenance work.
- Maintains tools and equipment in a safe, clean and proper working condition including cleaning and greasing regularly and sharpening blades. Deliver and transport various items (tools, food, supplies, mail, packages, equipment, etc.) by way of work truck and is responsible for keeping vehicle clean and maintained.
- Operates snow removal equipment.
- Inspects and secures school district facilities and grounds for the purpose of ensuring site is suitable for safe operations and for the purpose of minimizing property damage, equipment loss, and potential liability to the school district.
- Prepares school district facilities for daily operations (opening gates and building access doors, disarming security systems, raising flags, shoveling snow, placing crosswalk signs, performing minor repairs, etc.) for the purpose of ensuring school district facilities are operational and safe.
- Arranges furnishings and equipment for the purpose of providing adequate preparation for meetings, classroom activities, and events, and assists organizations using school facilities.

- Assists school administration with performing fire drills; and other duties as assigned.
- Services job related machinery/equipment (adjusting, and cleaning vacuum cleaners, scrubbers, buffers, etc.).
- Maintain equipment in good working condition.
- Possess the ability to use a computer and an iPad.
- Knowledge of equipment operation, including but is not limited to ladders, scaffolding, snow blowers, tools, shovels, and various kinds of cleaning equipment and products.
- Employee is required to communicate with an assigned radio.

**TERMS OF EMPLOYMENT:** Custodial staff follows the AFSCME Collective Bargaining Agreement.

**BENEFITS:** per the AFSCME Collective Bargaining Agreement.

The Lebanon School District is an Equal Opportunity Employer and as such does not discriminate based on race, color, sex, age, religion, national origin, ancestry, disability, veteran status, marital status, or any other status protected.

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date