

# Richfield Public Schools

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Position Title: Maintenance A

Department / Unit: Buildings / Grounds and Transportation

Accountable To: Supervisor – Buildings / Grounds and Transportation

Date of Latest Revision: March 2013

## I. PURPOSE OF THE POSITION

To perform a considerable variety of maintenance and repair responsibilities for school facilities, grounds and mechanical systems as scheduled or required to help ensure a safe, presentable, comfortable, and functional environment for students, staff and visitors.

## II. MAJOR JOB RESPONSIBILITIES

- A. Develops and maintains a current knowledge of the District's policies, protocols and procedures that apply to this position so that work responsibilities can be performed purposefully, confidently and independently within the position authority and responsibility parameters.
- B. Develops and maintains collaborative work relationships that contribute to a pleasant and productive workplace.
- C. Performs assigned responsibilities for the District's preventive maintenance program covering all building equipment and mechanical systems in a timely, effective manner that helps ensure a safe, comfortable and functional environment and also minimize the occurrence of emergency conditions that require immediate and often costly response.
- D. Develops and maintains a good working knowledge of the District's safety programs as they relate to preventive maintenance and related responsibilities assigned to this position.
- E. Identifies and repairs defective equipment in a timely and accurate manner. based on established operating procedures, so that there is minimal interruption to daily site activities.
- F. Completes maintenance and repair duties related to the operation, lubrication, cleaning and maintenance of heating, ventilation and air conditioning (HVAC) controls and equipment in the assigned building site.
- G. Works with the District Engineer to prepare boilers for inspections as scheduled or required.
- H. Performs assigned responsibilities for daily mechanical maintenance and operation of a swimming pool at those sites that have a pool.
- I. Performs various outside grounds maintenance duties based on seasonal requirements to that the grounds are kept in a safe, attractive and ready-to-use condition.

- J. Responds promptly and effectively to requests by the assigned site Principal, Supervisor of Buildings / Grounds and Transportation and Head Custodian for maintenance and/or repair work.
- K. Maintains required log books and records in a timely manner that accurately document completed maintenance and repair activities. (Boiler chemicals, lubrication, parts inventory, etc.)
- L. Keeps current on new knowledge and techniques that may enhance the ways in which maintenance and repair responsibilities are performed by attending approved training sessions and seminars.
- M. May perform responsibilities of a bus driver if and when assigned due to absences and/or need for route coverage.
- N. May perform other duties, such as building cleaning tasks if and when assigned by the Head Custodian or Supervisor, Buildings / Grounds and Transportation.
- O. Performs other job related responsibilities as assigned.

### III. QUALIFICATIONS

- Knowledge, Skills and Abilities required to qualify for this position.
  - High School or GED equivalent and some demonstrated knowledge of and experience with HVAC systems, steamtraps, thermostats, univents, pneumatic operators, plumbing and basic electrical maintenance / repair.
  - Class 1C boilers license and the ability to increase licensure annually until the Chief C level is achieved at the District, secondary and elementary levels.
  - Class 2C boilers license and the ability to increase licensure annually until the Chief C level is achieved at the Middle School.
  - Valid MN driver's license and a driving record that meets or exceeds District written standards.
  - Appropriate bus driver's licensure for assigned bus driver responsibilities.
  - State of Minnesota Pool Certification at buildings where applicable.
  - Demonstrated math and communication skills required to perform all assigned responsibilities of this position in a fully satisfactory manner.
  - Strength and stamina to perform all responsibilities assigned to this position.

### IV. WORK ENVIRONMENT

- Work is typically performed inside and outside the assigned site. There is exposure to some work hazards such as chemicals, fumes, operating equipment, and seasonal weather conditions. Work is also often performed in confined spaces and in conditions requiring lifting and moving of equipment and materials depending on the project to be completed.

*The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned. The physical demands and work environment described here are representative of those that must be met or will be encountered*

*while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*At the sole discretion of the District, the qualifications may be waived or alternate qualifications may be considered.*