

**MADISON LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title:	Maintenance Worker
Reports To:	Operations Supervisor
Status:	FLSA Classified; Section 3319.081 – ORC
General Description:	Perform maintenance and repair work required to the school plant, school buildings, District facilities, equipment, and grounds operation. Maintain building and grounds in a clean, attractive, healthy, and safe condition.
Qualifications:	<ol style="list-style-type: none"> 1. High school diploma required; associate degree preferred. 2. Able to understand and follow oral and written instructions. 3. Able to complete necessary written reports in a timely manner. 4. Successful experience in maintenance work in a school/industrial environment preferred. 5. Proficient in carpentry, welding, electrical, plumbing, and HVAC repairs preferred. 6. Proficient in basic computer skills and energy management applications as well as those necessary to access timely and relevant information and able to disseminate same. 7. Good attendance record. 8. Additional qualifications as the Board of Education may require.
Physical/Other Requirements:	<ol style="list-style-type: none"> 1. Able to access all areas of District facilities, including operations, utility, and maintenance, appropriate classroom, lunchroom/cafeteria, library/media, performance, gymnasium, and office areas. 2. Able to follow safety rules and regulations. 3. Able to routinely lift and move objects weighing at least 50 pounds and occasionally lift/carry equipment and supplies weighing up to 75 pounds. 4. Able to climb ladders and scaffolds to perform work tasks. 5. Able to remove/shovel snow, cut grass, and maintain grounds in a presentable manner. 6. Effective communication and interpersonal skills. 7. Able to work cooperatively with students, parents, teachers, school staff, administrators, and the general public. 8. Able to plan ahead, yet remain flexible enough to adapt to new situations or react to emergencies. 9. Able to interact well with other people, but also able to work independently.
Performance Responsibilities (Essential Functions*):	
<ol style="list-style-type: none"> 1. Perform all phases of routine maintenance and repair of the building and its furniture/equipment in accordance with District policies, administrative guidelines, local ordinances, Department of Health regulations and the provisions of State and Federal law. 2. * Follow the work schedule assigned, including day-to-day job assignments, work areas, special work projects, and summer/break cleaning and maintenance. 3. * Operate, regulate, maintain, and make minor repairs on heating/ventilating equipment as assigned. 4. Operate energy management controls for heating, ventilating, and air conditioning equipment as assigned. 5. * Conduct regular safety and sanitation inspections and maintain accurate records as required. 	

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6. Replace ballasts and light bulbs; oversee and maintain water and sewage utility.
7. Paint, inspect, and maintain recreation/play areas and equipment.
8. Provide outside maintenance to building and grounds, including yard maintenance, snow plowing, roof maintenance, and clearing roof drains.
9. Work in conjunction with District staff to provide appropriate facilities and operational support for special needs students in accordance with Individualized Education Plans (IEPs) and/or other District-authorized accommodation plans.
10. * Take all necessary and reasonable precautions to protect students, staff, equipment, materials, and facilities.
11. Provide necessary maintenance services to support the comprehensive instructional program, the program of food service, co-curricular and extra-curricular activities, interscholastic athletics, and community use of the school facilities.
12. Recommend purchase of necessary parts for maintenance repairs to District equipment and facilities.
13. * Maintain accurate records of all repairs and maintenance and prepare reports and repair orders as required in a timely manner.
14. Assist with the maintenance of an accurate and secure inventory of supplies, materials, and equipment.
15. Requisition, order, and account for parts, supplies, and materials as needed.
16. Help unload deliveries, document receipt, and store supplies.
17. Meet the professional expectations of attendance, suitable attire and decorum, participation in District meetings/functions, and support of District initiatives.
18. Respond to specific requests from the Operations Supervisor on matters affecting District and building operations.

Other Professional Expectations:

1. Demonstrate a belief in and practice ethical principles and democratic values.
2. Use technology resources in accordance with District policies and administrative guidelines and the provisions of State and Federal law. Online conduct, including postings to social media, shall be in a manner sensitive to the employee's professional responsibilities.
3. Keep up-to-date and knowledgeable of facility operations, maintenance functions, and District issues.
4. Perform other job functions as assigned.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional exposure to inclement and extreme weather conditions for hours at a time.
3. Occasional operation of a vehicle under inclement weather conditions.
4. Occasional interaction among unruly children.

The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.

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I have received and read this job description and fully understand the requirements set forth therein.

Employee's Signature

Date

Supervisor's Signature

Date

The Madison Local School District is an equal opportunity employer.