



MISSISSINEWA COMMUNITY SCHOOLS Building Maintenance Worker

Job Description:

Perform a variety of tasks involved in the cleaning, maintenance and repair of district buildings and equipment; perform related duties as assigned.

Qualifications:

- Prefer that worker hold and maintain a valid Indiana driver's license.
- Recommend knowledge, experience and proficiency in several areas of maintenance (e.g., plumbing, painting, carpentry, masonry/concrete/tile, electrical, mechanical, HVAC systems, roof repair, plastering/spackling, field/playground maintenance, furniture repair, small engine repair, and general cleaning and maintenance.
- Have integrity and demonstrate good moral character and initiative.
- Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
- Demonstrate the ability to communicate effectively in English including reading, speaking and writing.
- Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
- Provide evidence that a recent criminal record history check has been conducted.
- Provide evidence that health is adequate to fulfill the job functions and responsibilities.
- Provide letters of reference from former employers and character references.

Responsibilities:

- Perform general cleaning, maintenance and repair tasks in a variety of areas and as assigned by the Supervisor of Maintenance and the building maintenance leader.
- Perform only those maintenance and repairs that do not require a license or perform maintenance and repairs under the direct supervision of a licensed technician.
- Ensure that the work site and conditions are safe.
- Perform assignments relating to insuring all schools are able to safely open and function when assigned. This includes working cooperatively during emergency operations.
- Perform regular inspections of equipment and systems, reporting and abnormalities and hazards immediately.
- Respond to emergency situations and perform necessary repairs.
- Use the work order system, making sure that work orders have been written and approved before performing tasks, except in emergency situations.
- Keep a log of all maintenance functions and repairs performed.
- Recommend repairs or procedures that are beyond the scope of responsibilities, skill, or experience, outlining the work needed and specifications required of an outside contractor.
- Ensure that all applicable fire, safety, health, and environmental regulations and laws are observed.

- Maintain an adequate supply of parts and supplies usually used in repairs, and request needed supplies through the established procedures of the district.
 - Operate and maintain in a safe and operational condition all tools and equipment necessary to carry out job functions and responsibilities.
 - Remove snow and ice by shoveling, plowing, and/or sanding walks, driveways, parking areas, and steps.
 - Report immediately any damage or vandalism to facilities, or theft of equipment.
 - Make recommendations for improvement in the effectiveness and efficiency of the maintenance operations of the district.
- Display a cooperative and pleasant attitude at all times, particularly when in the presence of staff, students, and community visitors.
- Notify and assist the administration and appropriate emergency personnel with any emergency, and potentially dangerous or unusual situations.
 - Use computers and/or electronic equipment to fulfill job functions as needed.
 - Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
 - Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
 - Participate in appropriate in-service and workshop programs and attend any required meetings.
 - Display ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
 - Perform any duties and responsibilities that are within the scope of employment, as assigned by the supervisors, and not otherwise prohibited by law or regulation.

Physical Demands:

- The physical demands described are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all-inclusive.
- Use strength to lift items needed to perform the functions of the job.
Sit, stand and walk for required periods of time.
- Adequately able to speak, see and hear.
- Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

Environmental Demands:

- The environmental demands described here are representatives of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all-inclusive.
- Exposure to a variety of childhood and adult diseases and illnesses
- Occasional exposure to a variety of weather conditions
- Exposure to heated/air conditioned and ventilated facilities
- Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment

General List of Possible Duties of the Custodian/Maintenance Worker:

- Keeps building and premises, including sidewalks, driveways and play areas neat and clean at all times.
- When assigned, regulates heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to ensure economical usage of fuel, water, and electricity.
- Shovels and/or sands walks and steps as appropriate.
- Checks daily to ensure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy.
- Sweeps, mops, wet-washes, and vacuums floors in assigned area.
- Dusts furniture, cleans and polishes fixtures on a daily schedule.
- Keep wastebaskets empty and clean.
- Cleans corridors after school each day and during the day when conditions require it.
- Scrubs, hoses down, and disinfects toilet floors daily, cleans all sanitary fixtures and drinking fountains daily.
- Washes all windows on both the inside and outside when needed.
- Keeps the grounds free from rubbish.
- Assists cafeteria as needed in general cleaning and when appropriate, assisting in the unloading and storage of delivered food items.
- Keeps all floors in a clean and attractive condition and in a food state of preservation.
- Cleans all chalkboards at least once a week.
- Makes such minor building repairs as he/she is capable of completing.
- Reports major repairs needed promptly to the head of maintenance or principal.
- If assigned, maintains on a regular schedule all motors and other mechanical equipment requiring scheduled servicing.
- Reports immediately to the principal any damage to school property.
- Remains on the school premises during school hours, and during non-school hours when the use of the building has been authorized and his/her attendance is required by the principal.
- Assumes responsibility for the opening and closing of the building each school day and for determining, before leaving, that all doors and windows are secured, and all lights, except those left on for safety reasons, are turned off.
- Keeps an inventory of supplies, equipment, and fuel on hand, and requisitions such needed replacements from the head custodian far enough in advance so that they may be delivered in such time as will not hinder the custodian in his duties.
- Conducts an ongoing program of general maintenance, upkeep, and repair.
- Moves furniture or equipment within buildings as required for various activities and as directed by the principal.
- Complies with local laws and procedures for the storage and disposal of trash, rubbish, and waste.
- Conducts periodic inspections and tests of all electrical installations in the school to ensure their safe condition.

It is the policy of Mississinewa School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability, in its programs, activities, or employment policies as required by the Indiana Civil Rights Law (I.C. 22-9-1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), Section 504 (Rehabilitation Act of 1973), and the Americans with Disabilities Act (42 USCS §12101, et. seq.)