

School District of Waupaca

Maintenance Class 2

Job Description

QUALIFICATIONS:

- 1) High School Diploma
- 2) Job related training or skills
- 3) Good communication skills
- 4) Ability to assume responsibility, display initiative, and exercise good judgement.

REPORTS TO: Building and Grounds Supervisor

GENERAL RESPONSIBILITIES:

Maintain the equipment, buildings, and grounds at all locations, and perform painting, carpentry, plumbing, masonry, electrical, welding and other mechanical maintenance and construction work. The job demands the ability to bend and lift, stand and/or walk for extended periods of time, and climb and reach. Properly handle confidential matters relating to students, student records, parents, staff and any other school-related issues.

ESSENTIAL FUNCTIONS:

- 1) Check and maintain heating and ventilating systems and the controls of the same.
- 2) Oil and grease equipment as needed.
- 3) Maintain school vehicles and machinery.
- 4) Refinish furniture
- 5) Cut grass, maintain shrubbery and keep grounds in good shape.
- 6) Maintain athletic fields and playground equipment, Monitor all safety regulations.
- 7) Operate and assist in snow removal.
- 8) Assist Building and Grounds Supervisor in developing a preventative maintenance program which includes periodic inspections and regular routines for maintaining motors, fans, pumps, vehicles and machinery.
- 9) Maintain and keep tool inventory.
- 10) Assist in cleaning duties when needed.

- 11) Load, lift or unload supplies and materials, equipment, etc.

- 12) Maintain confidentiality regarding students, student records, parents, staff and any other school-related issues.
- 13) Maintain confidentiality and loyalty to employer

OTHER FUNCTIONS:

- 14) Perform other responsibilities as assigned by the Building and Grounds Supervisor, Business Manager or Superintendent.
- 15) Promote a positive image of the District at all times.

Adopted: 12/13/16

Revised: