

**ZANESVILLE CITY SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE:	MAINTENANCE WORKER	REPORTS TO:	Facilities Manager
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**TRAINING
QUALIFICATIONS**

- High school diploma or GED equivalency and two year Associates degree or equivalent in a specific trade preferred
- Demonstrated aptitude for successful performance of assigned duties and responsibilities
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

**REQUIRED SKILLS
AND ABILITIES**

- Communication Skills: Must be able to read, analyze, and interpret information relevant to the position, including being able to speak effectively to small and large groups of people, and to communicate clearly and concisely both orally and in writing
- Leadership Ability: Must be able to articulate a vision and mission for the district and provide the appropriate direction, guidance, and management skills to achieve them
- Mathematics Skills: Must have the ability to work with basic mathematical and computational concepts
- Reasoning Ability: Must be able to define problems, collect data, establish facts, and draw valid conclusions
- Technology Skills: Able to effectively use, as it applies to your specific job function, typical office applications and computer programs such as word processing, spreadsheets, and presentations; must be able to use email

**PERSONAL
QUALIFICATIONS**

- Demonstrates enthusiasm and a sincere desire to aid and ensure the safety of all
- Is able to accept constructive criticism/feedback
- Demonstrates professional tact and diplomacy with administrators, staff, teachers, students, parents and the diverse community
- Is conscientious and assumes responsibility for ones own work performance
- Anticipates problems and unforeseen events and deals with them in an appropriate manner
- Demonstrates an ability to make proper decisions when required
- Demonstrates loyalty to the administrative team
- Possesses high moral character and a good attendance record
- Promotes good social relationships as well as promoting good public relations by personal appearance, attitude and conversation
- Participates in appropriate professional organizations and their activities
- Maintains a calm attitude and sense of control at all times
- Maintains a high level of ethical behavior and confidentiality of information
- Possesses the ability to be flexible and adaptable to changing situations

JOB GOAL

To assist in maintaining the physical school plant in a condition of operating excellence so that full educational use of it may be made at all times

**WORK ENVIRONMENT
CHARACTERISTICS/
CONDITIONS**

The work environment characteristics described here are not listed in order of importance, and are representative of those an employee encounters while completing the duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and responsibilities. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.

- Occasional work that may extend beyond the normal workday
- Occasional exposure to blood, bodily fluids, and tissue
- Occasional operation of a vehicle under inclement weather conditions
- Occasional interaction among unruly children/adults
- Many situations that require hand motion, e.g., computer keyboard, typing, writing

The Zanesville City School District is an Equal Opportunity Employer. Zanesville City School District ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, sexual orientation, disability, citizenship status, political affiliation, marital status or other human differences. The District has a policy of active recruitment of qualified minority employees.

Adoption date:
Revision date:

POSITION NO. 4.54

- Consistent requirements to sit, stand, walk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop
- Consistent requirements to lift, carry, push, and pull various supplies and/or equipment up to a maximum of 80 pounds

DUTIES AND RESPONSIBILITIES

1. Assists the custodial/maintenance supervisor in establishing and carrying through to completion a current and preventative maintenance program
2. Helps maintain safety and security of all school property in cooperation with building principals and custodial staff
3. Makes periodic inspections of all facilities with the building principal or custodial/maintenance supervisor to determine needed repairs
4. Helps establish and recommend priorities on repair projects to custodial/maintenance supervisor
5. Advises custodial/maintenance supervisor of building and site needs and provides progress reports concerning work assigned
6. Operates equipment that is specific to the assignment
7. Assists in the care and maintenance of all equipment assigned to the maintenance department
8. Performs maintenance work, such as replacing worn or defective wiring, switches, faucets, plumbing fixtures, repairing fences, asphalt, concrete, ceilings, playground equipment, athletic equipment, repairing floors, door frames, doors, windows, hardware and similar structural repairs whenever possible
9. Constructs new items, such as shelving, carts, etc. as directed
10. Strives constantly to promote the safety, health and comfort of the students and staff
11. Performs specific duties related to assignments by the custodial/maintenance supervisor to ensure an efficient and effective operation and maintenance of the buildings and grounds
12. Must maintain a valid drivers license
13. Performs other duties as assigned

TERMS OF EMPLOYMENT	260 contract days
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