

## **Greenwood School District 50 Position Description**

### **POSITION TITLE:     General Maintenance III**

Department:   Maintenance  
Reports To:    Director, Maintenance  
Date: 7/01/15

**SUMMARY:** To help maintain the physical school plants in a condition of operating excellence so that the full educational use of those facilities may be utilized.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Completes work orders and projects in a variety of crafts including carpentry, plumbing, electrical, painting, installation, lock sets, doors, windows, roof repair, etc.
- Performs skilled trades with diverse materials including woodwork, metalwork, welding, concrete, asphalt, etc.
- Takes a lead role in projects, work orders, and preventive maintenance.
- Repairs parking lot surfaces and repaints lines and markings.
- Schedules irrigation zones, installs new systems, and repairs broken systems.
- Repairs maintenance vehicles, tractors, mowers, and equipment; purchases parts and supplies; upkeeps shop areas.
- Assists in grounds keeping, athletic field maintenance, and landscaping.
- Drives and operates heavy vehicles and equipment as required to make repairs.
- Safely operates a variety of power and hand tools.
- Maintains assigned vehicle, tools, and equipment in good operating condition.
- Estimates costs, labor, and materials for projects.
- Participates in meetings, workshops, and training to exchange information.
- Prepares written documentation (work orders, invoices, timesheets, etc.) within established deadlines
- Responds to emergency situations during and after hours to resolve critical issues.
- Performs other duties as assigned.

*QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **EDUCATION and/or EXPERIENCE:**

High school diploma or general education degree (GED)

### **LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Possess the ability to write routine reports and simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals

**REASONING ABILITY:**

Ability to interpret a variety of technical instructions in mathematical or diagram forms and deal with several abstract and concrete variables

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid driver's license with good driving record and ability to obtain commercial driver's license

**OTHER SKILLS and ABILITIES:**

Need to regularly upgrade skills in order to meet changing job conditions. Must have basic computer skills. Must have ability to maintain effective working relationships with students, staff, and the school community. Must be able to work under limited supervision and to perform duties with awareness of all district requirements and Board of Education policies.

*PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk; use hands and fingers to handle, or feel objects, tools, or controls; and talk or hear. The employee is frequently required to reach with hands and arms and operate machinery. The employee is occasionally required to sit. The employee frequently must squat, stoop or kneel, reach above the head and reach forward. The employee continuously uses hand strength to grasp tools and climbs on to ladders. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job.

The employee must frequently lift and/or move up to 50 pounds such as a toolbox. Occasionally, the employee will lift and/or move up to 90 lbs. such as furniture. The employee will sometimes push/pull items such as tables, scaffolds, and cabinets. Specific vision abilities required by this job include close vision, color vision, depth perception, peripheral vision, and the ability to focus.

*WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee regularly works indoors and outdoors. The employee will work near or with moving mechanical equipment. The employee may work with toxic or caustic chemicals such as petroleum products, degreasers, sprays, and non-household dust. The noise level in the work environment is usually moderate but occasionally loud.

*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. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*