

Washington School District

Building Maintenance Technician

General Description: Responsible for general duties involving a wide variety of building operations.

Qualifications:

- High School graduate/GED
- Demonstrate aptitude and experience in maintenance, care and custody of buildings and grounds.
- Possesses necessary hand tools in order to perform tasks associated with the job description.
- Ability to perform without close supervision.
- Must be able to operate and service all job related equipment, including the ability to read, interpret and follow instructions/service manuals, and keep required records for the same.
- Possesses the ability to read and understand blue prints and schematic drawings.
- Substitution of qualifications may be considered on a case basis.

Reports to: Principal

Supervises: N/A

Job Goal: To provide students, staff, and visiting public, with a safe, attractive, clean and efficient building in order to meet the educational environment expectations of the community.

Performance Responsibilities:

1. Keeps building and premises, including sidewalks and play areas, neat and clean at all times.
2. Regulates heating and ventilation systems to provide temperature conditions appropriate to the season, and to ensure economical usage of fuel, water, and electricity.
3. Shovels and sands walkways and steps as necessary to assure their safe utilization during inclement conditions.
4. Checks, on a daily basis, to ensure that all exit doors are working properly during the hours of building occupancy.
5. Responsible for the appropriate display of the American Flag in front of the building.
6. Sweeps/vacuums all classroom and office spaces, and dusts the classroom and office furniture, on a daily basis.
7. Cleans corridors at the completion of the school day, and during the school day when their conditions require it.
8. Cleans and disinfects bathroom floors, sinks, and sanitary fixtures on a daily basis. Also, cleans and disinfects drinking fountains on a daily basis.
9. Cleans all chalk/marker boards at least once per week.

10. Dry mops multi-purpose room every other day, and wet mops the same area as conditions require for its necessary cleanliness and safety.
11. Washes all windows, on the inside and outside, at least twice per year, but more frequently if necessary to assure their expected cleanliness.
12. Performs such yard keeping chores as lawn maintenance, tree trimming, raking, shoveling, and the like, in order to maintain the school grounds in a safe and attractive condition.
13. Keeps the buildings and grounds free from rubbish and litter.
14. Performs painting duties to assure an attractive condition and to prevent deterioration of wooden trim and associated equipment.
15. Makes such repair to the building and its components, as he/she is capable of.
16. Reports needed major repairs promptly to the Principal.
17. Reports any damage to school property to the Principal, immediately.
18. Performs preventative maintenance on all systems requiring such, and maintains a log to show that the maintenance is being performed on an ongoing, regular basis.
19. Maintains an inventory of all supplies and equipment needed to perform his/her duties, and orders such supplies as required with approval of the Principal.
20. Moves furniture, equipment, and supplies within the building(s) as required for various activities and as directed by the Principal.
21. Removes trash from the building to the outside container on a daily basis, and hauls trash to the Transfer Station weekly.
22. Performs other duties associated with the maintenance and appearance of the building as required by the Principal.

Terms of Employment: Salary and work year to be determined by the School Board.

Performance Evaluation: Performance of this job will be in accordance with the policies set forth by the School Board.

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Custodial/Maintenance Position

Position provides all the janitorial and building/grounds maintenance for the Washington Elementary School. The position has two distinct areas of responsibilities which may require a split work schedule.

Custodian Responsibilities:

This position is best performed after school hours when few or no people are in the building generally after 3:00 PM and is expected to work 40 hours per week 52 weeks per year. Pay is bi-weekly in nearly equal amounts. No additional hours without advance approval.

1. Clean classrooms, hallways, kitchen floor and multi-purpose room nightly using a combination of dry mopping, wet mopping and vacuuming. Spot clean carpet and floor stains. Restock paper towel and soap dispensers.
2. Spray-buff floor marks from tiled surfaces 1-2 times per week to remove heel marks.
3. Clean and sanitize all bathrooms nightly.
4. Wash windows once per week.
5. Vacation periods: after cold washing floors, apply an extra coat of wax to all tiled floors.
6. Summer vacation: strip tile floors using hot water extraction and apply a minimum of three coats of wax. Wet clean all carpet areas not commercially scheduled for cleaning. Paint touch-up of interior walls with matching paint.
7. Each night remove all building trash to outside container.
8. Dusting and surface cleaning of tables, chairs, door jams, window frames to occur at least twice every month.
9. Maintain supplies for all janitorial and custodial activities.
10. Perform other duties as assigned.

Maintenance Responsibilities:

This position has two aspects: routine maintenance and on-call emergency maintenance.

Routine maintenance items can be flexibly scheduled and some areas may be easily attended to during school hours.

On-call maintenance items require response within one hour. Generally it is expected that the total hours for maintenance will not exceed 25 hours per month. There is a monthly on-call stipend to handle the quick reset of repair situations. Must have own lawn mower and some tools to supplement the schools equipment.

1. Monthly checking of the ventilation/heating units for belt replacement, oil levels and replacing of air filters.

2. Perform all minor plumbing and electrical repairs (change lights, ballast, outlets, attend running toilets and dripping faucets) or arrange for contracted repairs when necessary and with Administration's approval.
3. Perform minor repairs to equipment such as door handles and locks, pencil sharpeners, window or screen repairs, and broken/stained ceiling tiles.
4. Outside maintenance includes lawn mowing, shrub control, playground safety (raking and repairs to equipment), storm drainage clean ups and driveway repairs.
5. Haul trash to Washington Town Dump weekly.
6. Snow shoveling from all doors and walkways prior to the opening of school. Keeping a shoveled path to the trash container and the in-ground propane gas storage tank.
7. Trouble shoot heating, water supply, or septic problems as they occur, determining nature of problem and effect corrective action or arrange for contracted repairs with Administration's approval.
8. Perform other duties as assigned.