

## **General Maintenance Assistant**

### **Purpose Statement**

The job of General Maintenance Assistant is done for the purpose/s of assisting all departments in maintaining the physical school plant in a condition of operating excellence so the full educational use of it may be made at all times; assisting in construction, repairs, painting, mechanic work, and other general maintenance activities as directed; and completing assignments in a safe, proper and timely manner.

This job is distinguished from similar jobs by the following characteristics: .

This job reports to the Maintenance Foreman - Painting, Flooring, and Carpeting

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### **Essential Functions**

- Assists in the inspection, maintenance and repair of equipment and vehicles for the purpose of ensuring vehicles and equipment are in functional and safe operating condition.
- assists site administration, head custodian and other trades for the purpose of completing projects/work orders efficiently.
- Installs signs (e.g. painting signs, stencils school property, etc.) for the purpose of providing directional and cautionary information.
- Maintains job related, tools and equipment for the purpose of ensuring the availability of items in safe, operating condition for work assignments.
- Paints various surfaces (e.g. buildings, parking lot markings, floors, steps, gates, etc.) for the purpose of maintaining facilities in an attractive, safe, comfortable and operating condition.
- Prepares limited reports for the purpose of providing written support and/or conveying information.
- Prepares various surfaces (e.g. cleaning, sanding, patching sheet rock, masking, filling nail holes, cracks, joints, etc.) for the purpose of ensuring that they are ready for painting and/or refinishing.
- Removes old carpet and wallpaper for the purpose of preparing walls for new wallpaper, carpet or tile.
- Removes graffiti (e.g. cleaning walls, etc.) for the purpose of minimizing vandalism and maintaining attractive facilities.
- Responds to emergency situations during and after standard work hours for the purpose of resolving immediate safety concerns.
- Transports various items (e.g. tools, equipment, etc.) for the purpose of ensuring the availability of materials required at job site.

### **Other Functions**

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform single tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating general maintenance equipment used in painting, mechanic

work, roofing and grounds, etc.; handling hazardous materials; and operates light equipment not requiring a drivers licenses to perform job functions.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read and follow instructions; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures.

ABILITY is required to schedule activities; collate data; and use job-related equipment. Flexibility is required to work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals; work with specific, job-related data; and utilize job-related equipment. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; setting priorities; working as part of a team; and ability to read, write and communicate clearly in English. Have the Ability for regular and reliable attendance.

### **Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to effect the organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, significant climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience Job related experience is desired.

Education High school diploma or equivalent.

Equivalency .

Required Testing

Certificates

Valid Driver's License & Evidence of Insurability

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Approval Date

Salary Range

Non Exempt