

Wentzville R-IV School District
Position Description
Locator: 6.01

Position Title: General Maintenance

Reports To: Maintenance Supervisor/Director of Facilities

SUMMARY

Performs various manual tasks used in the maintenance and repairs of buildings and grounds owned and/or maintained by the district.

QUALIFICATIONS/REQUIREMENTS

The General Maintenance Employee shall possess a high school diploma or general education degree and have the knowledge of general building and grounds maintenance skills sufficient to effectively serve a building complex.

ESSENTIAL JOB DUTIES

- Is assigned general labor and maintenance throughout the school district.
- Demonstrates knowledge of general building and grounds maintenance skills sufficient to effectively serve a building complex.
- Operates equipment such as motor vehicles, trimmers, blowers, various mowers, line trimmer, backpack blower, and snow blower.
- Maintains department vehicles, tools and equipment.
- Makes repairs or assembles furniture including tables, chairs, desks, bookshelves, workstations, etc.
- Mounts objects on walls including shelves, towel dispensers, soap dispensers, screens, signs, marker boards, etc.
- Repairs or replaces broken or stained ceiling tiles.
- Moves furniture or equipment when necessary; runs errands and picks up and delivers supplies when requested.
- Assists with painting interior and exterior walls, ceilings, doors, cabinets, etc.
- Provides assistance to skilled maintenance workers in a variety of assignments.
- Mow grass, line trim, blow or sweep debris off of pavement, pick up trash, weed control, snow and ice shoveling to maintain care of District property.
- Care for plants, prune or trim bushes and trees, perform site preparation, installation and remove of plant materials.
- Conduct seasonal clean-up of campuses, leaf and debris removal, mulching of beds, trees and bushes.
- Report for snow removal as needed during the snow season months.
- Removes snow from designated sidewalks, drives and spreads salt and ice melt to prevent slipping.
- Identify problem areas on athletic fields.
- Landscape planting
- Atrium plant care.
- Assists with large-scale maintenance projects.
- Perform light maintenance and assist with preventative maintenance to the heating and cooling systems.

- Assists with light carpentry throughout the District.
- Report building conditions to building administrator in a timely manner that relate to safety, environmental or general conditions.
- Able to drive district $\frac{3}{4}$ and 1 ton trucks and operate lift beds.
- Maintain a safe driving record and drive defensively while always being courteous to other drivers and pedestrians.
- Attends training as deemed necessary by the Maintenance Supervisor/Director of Facilities to maintain skill levels in area of responsibility.
- Complete all required trainings on time.
- Maintains regular attendance.

OTHER DUTIES AND RESPONSIBILITIES

Performs other related duties and light maintenance as assigned by the Maintenance Supervisor/Director of Facilities.

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 frequently required to stoop, reach, stand, walk, lift, pull, push, grasp, talk, hear, see, climb a ladder a minimum of 6', and use repetitive motions. While performing the duties of this job, the employee may frequently lift and/or move up to 75 pounds of materials, etc. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus.

MENTAL DEMANDS

Must be able to read, learn, and respond to a variety of subjects and changing situations as required of this position; must be able to understand and execute written and verbal work orders; must be able to follow directions and demonstrate a high degree of common sense and flexibility with work assignments; must have strong problem solving skills; must be able to exercise independent judgment on a daily basis; must be able to concentrate, pay close attention to detail, and be able to stay focused on assigned tasks in spite of repeated interruptions to help ensure safe job performance, including the safe operation of tools while working around moving parts and electric current, driving and working on rooftops; must be able to work in fast paced environment and prioritize work to meet strict deadlines; must always maintain a calm demeanor and be able to respond to phone and computer requests; must be able to utilize excellent time management skills and work effectively with minimum supervision.

ENVIRONMENTAL CONDITIONS

Must be able to work in typical shop and on-site conditions both indoors and outdoors; must be able to work in and around sanitary sewage, electrical hazards and/or in areas of potential poor indoor air quality that may be due to a variety of sources including poor ventilation, and/or a buildup of contaminants such as mold and bacteria; may be

required to handle cleaning solutions/chemicals that have unpleasant odors on occasion; must be able to work in all kinds of weather conditions with no effective protection from weather and on all types of terrain when necessary. Hazards include working in high locations and proximity to moving mechanical parts and electrical current; subject to noise from shop area, students, staff, student and/or public use of premises; subject to indoor temperature fluctuations from energy management programs.

ADA COMPLIANCE

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

TERMS OF EMPLOYMENT

Twelve-month year. Salary and work year to be in accordance with current pay plan and District Policy.

EVALUATION

Performance in this position will be evaluated annually in accordance with District policy on evaluation of support staff personnel.