

Wentzville R-IV School District
Position Description
Locator: 6.02

Position Title: Maintenance II Employee

Reports To: Maintenance Supervisor/Director of Facilities

SUMMARY

Assists the Maintenance Supervisor/Director of Facilities in maintaining all school facilities.

QUALIFICATIONS/REQUIREMENTS

The Maintenance II Employee shall have a minimum of three years experience in maintenance operations in a school system or company. He/she shall possess an in-depth knowledge of specific trade areas sufficient to deal with complex maintenance problems.

ESSENTIAL JOB DUTIES

- Performs all responsibilities of the Maintenance I position.
- Is assigned general labor, maintenance, or delivery responsibilities throughout the school district.
- Demonstrates knowledge of general building and grounds maintenance skills sufficient to effectively serve a building complex.
- Demonstrates in-depth knowledge of specific trade areas sufficient to deal with complex maintenance problems.
- Maintenance employees will frequently receive long-term assignments at specific school sites.
- Completes district maintenance projects as designated by the Maintenance Supervisor/Director of Facilities.
- Maintains records of work orders completed and backlogged.
- Assists the Maintenance Supervisor/Director of Facilities in follow-up of work.
- Efficiently completes workday including work order assignments.
- Assists the Maintenance Supervisor/Director of Facilities in annual budget planning.
- Takes responsibility for all equipment and materials assigned.
- Assists the Maintenance Supervisor/Director of Facilities in following correct purchasing procedures.
- Assists the Maintenance Supervisor/Director of Facilities by maintaining a high level of work efficiency.

Wentzville R-IV School District
Position Description
Locator: 6.02
Page 2

OTHER DUTIES AND RESPONSIBILITIES

Performs other duties 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.

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.