

USD 261 EDUCATIONAL SUPPORT STAFF  
POSITION DESCRIPTION

POSITION TITLE: **GENERAL MAINTENANCE**

SUPERVISOR: Director of Operations

PAYMENT RATE: According to Educational Support Staff Salary Schedule

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Experience in maintenance work with working knowledge of various phases of maintenance.
3. Must be able to read, write and comprehend written and oral instructions.
4. Licensed driver in the state of Kansas.
5. Maintain current TB testing as required by Health Department regulations (after employment offer is made).

ESSENTIAL FUNCTIONS:

1. Perform general maintenance duties which include fabrication of wood projects, glass, and floor/ceiling tile replacement and door repair or replacement for the purpose of keeping up the appearance of each building.
2. Report need for minor or major repairs to building systems for the purpose of regular maintenance.
3. Perform grounds keeping duties which shall include but not be limited to: (a) Keep grounds/playing fields in preparatory condition; (b) Pick up litter, tree limbs, mow, trim and cultivate shrubs and trees; (c) Clean snow, ice and debris from sidewalks, assist in emergency clean-up for the purpose of providing a safe and aesthetically pleasing environment for students and staff members.
4. Assist with moving, hauling and rearranging furniture as classroom or building revisions are made for the purpose of ensuring that the facility is ready for any regular or special activities.
5. Pick up, haul, and deliver equipment and supplies to ensure that each building has the appropriate equipment and supplies.
6. Use cleaning implements, equipment, machinery and vehicles provided by the district to accomplish job tasks.
7. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.
8. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:**

1. Manage job requirements with physical mobility to move from place to place (walking, standing, stooping, pushing, pulling, kneeling, crawling, turning, reaching, climbing, balancing, lift up to 60 pounds on a daily basis), and use large, heavy equipment.
2. Must work in and around dust, fumes and odors.
3. Must work indoors and outdoors year-round in a variety of temperatures.
4. Must work in noisy, crowded environments, with numerous interruptions.

**TERMS OF EMPLOYMENT:**

At will

**PERFORMANCE REVIEW:**

Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

**APPROVED:** 07/21/2008