



Position Description

School District of Monroe

- JOB TITLE:** Building Maintenance
- CLASSIFICATION:** Hourly Support Staff
- JOB OBJECTIVE:** Provide a quality and efficient maintenance program in order to ensure the safe and effective operation of district buildings.
- REPORTS TO:** Director of Building and Grounds/Building Principals
- QUALIFICATIONS:** Working knowledge of methods, materials, and equipment used in the maintenance of a commercial building or facility. State licensing in electrical, plumbing, or HVAC with apprenticeship preferred. Interpersonal skills necessary to operate in a facility of students and staff. Basic computer and social media operation skills. High School diploma. Ability to lift up to fifty pounds in a general work setting
- PRIMARY DUTIES:**
- Maintain district buildings with routine upkeep using extensive knowledge of plumbing, electrical, HVAC, and carpentry
 - Repair and install equipment
 - Responsible for making decisions to call in outside contractors for a project or job. Oversee and approve outside contractor installations and repairs
 - Oversee operation of building fire alarm systems. Instruct appropriate staff in operation of systems
 - Serve as district first responder for all maintenance systems emergency calls at all hours
 - Assist outside agencies with building maintenance checks and inspections
 - Assist in writing bid specifications and obtaining bids for projects
 - Plan needs and order maintenance supplies and equipment
 - Complete required maintenance reports
 - Develop and maintain a current inventory of required materials, equipment and supplies
 - Track work projects to ensure their timely completion

- Maintain and operate building automation systems, including HVAC equipment, boilers, and classroom heating and cooling units
- Ensure district staff comply with maintenance safety rules and regulations.
- Install and maintain building safety and security systems as required
- Design and communicate scheduled maintenance needs to appropriate maintenance and custodial staff
- Serve as a positive adult role model during interactions with students
- Establish and utilize productive relationships with parents/guardians, students, staff, and community

ADDITIONAL DUTIES:

- Participate in activities which contribute to the effective operation of the school
- Assist in maintaining student behavior at school events as requested

Essential duties are those duties and functions considered essential to the performance of the identified position. Additional duties are those duties considered secondary to the position's overall purpose. This position description is illustrative and does not necessarily specify all tasks and duties of this position. The Administration of the School District of Monroe reserves the right to change this position description at its sole discretion at any time.

REVISED: May 2020