



EDUCATION . . .  
*Road To Success*

## HANCOCK PLACE SCHOOL DISTRICT

**SECTION: 500 Support Staff Positions**  
**TITLE: 018 Maintenance**

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<b>TITLE:</b>	Maintenance
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>* High school diploma or equivalent.</li><li>* Minimum of one year of experience in maintenance operations of public buildings.</li><li>* Previous experience in maintenance of school buildings is preferred.</li><li>* Knowledge and experience with specific trade areas (electrical, plumbing, HVAC, carpentry, etc.).</li></ul>
<b>REPORTS TO / EVALUATED BY:</b>	Maintenance Supervisor, Assistant Superintendent, and Superintendent
<b>TERM OF POSITION:</b>	<p>12-months</p> <ul style="list-style-type: none"><li>* The Maintenance will serve a total of 52 calendar weeks (260 work days), beginning July 1 and ending June 30 in each fiscal year.</li><li>* The Maintenance will serve a total of 8 hours per work day.</li></ul>
<b>SALARY:</b>	Negotiable
<b>VACATION:</b>	<p>5 days after 1st year of service; 10 days after 2nd year of service; 15 days after 5th year of service</p>
<b>JOB GOAL:</b>	The goal of Maintenance is to ensure that all of the district's buildings and facilities are attractive, comfortable, safe, and well-maintained for all students and school personnel.
<b>RESPONSIBILITIES:</b>	<ul style="list-style-type: none"><li>* Organizes and schedules procedures for the regular and on-going maintenance of all school and office facilities in the district.</li><li>* Responsible for regularly inspecting and maintaining assigned building areas on a daily basis to ensure that high safety standards are maintained.</li><li>* Ensure that the assigned building, premises, entryways, stairways, sidewalks, driveways, and play areas are safe and maintained at all times.</li><li>* Works closely with outside contractors when special skills are required to complete needed repairs.</li><li>* Ensure that all repairs are made in accordance to acceptable Code regulations.</li><li>* Regulate heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season, and to ensure economical usage of fuel, water, and electricity.</li><li>* Perform all electrical, plumbing, and carpentry repairs and replacements.</li><li>* Perform all HVAC work related to replacing and/or repairing motors, compressors, belts, etc.</li><li>* Perform all repairs and replacements of kitchen equipment.</li><li>* Repair, cut, replace, unlock, re-key, etc., all doors and hardware devices.</li><li>* Repair district driveways, parking lots, and playground areas.</li><li>* Perform roof repairs.</li><li>* Repair and replace vinyl floor tiles.</li><li>* Maintain ground-keeping equipment in working order (tractors, mowers, etc.).</li><li>* Interior and/or exterior painting as needed.</li></ul>



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- \* Assemble and repair classroom furniture and equipment.
- \* Use and operate all tools, equipment, vehicles, etc., to maintain and service the district's facilities and grounds in a safe, timely, and skillful manner.
- \* Perform emergency and after-hours repairs as needed.
- \* Reports major repairs needed promptly to the Maintenance Supervisor.
- \* Establishes, organizes, assigns, and schedules the maintenance staff to various work sites within the district.
- \* Responsible for re-assigning maintenance employees, as needed, to cover extended absences.
- \* Establishes, organizes, and supervises all summer maintenance programs and schedules.
- \* Assists the Assistant Superintendent in developing the maintenance budget and in purchasing needed maintenance supplies and equipment.
- \* Maintains an accurate inventory of maintenance supplies and equipment.
- \* Maintains maintenance closets, supplies, tools, and equipment.
- \* Assist in loading and unloading deliveries.
- \* Move furniture and equipment within buildings as required for various activities.
- \* Ensures that the buildings and grounds are safe during inclement weather conditions.
- \* Responsible for submitting weekly timesheet to the Maintenance Supervisor.
- \* Possess the ability to lift a minimum of 50 pounds repeatedly.
- \* Attend and participate in all district-required training programs and inservice workshops.
- \* Maintain a neat and clean personal appearance and wear district uniforms at all times when performing maintenance duties.
- \* Prepare and submit all reports as requested by the Maintenance Supervisor, building administrators and/or Central Office administrators.
- \* Maintains confidentiality of all school-related matters.
- \* Perform all other duties as dictated by law and/or assigned by the Maintenance Supervisor, Superintendent, or Assistant Superintendent.

**Hancock Place School District**  
**Date Approved: December 14, 2005**