*The Vernon Public Schools, in partnership with family and community, is committed to provide a quality education, with high expectations, in a safe environment where all students become independent learners and productive contributors to society.*

**JOB DESCRIPTION**

 **Position:** Maintainer

 **Reports to:** Director of Business & Finance

 **Employment Status:** Regular/Full-time

 **FLSA Status:** Non-Exempt

 **Description:** Perform a variety of work in the maintenance and repair of facilities and equipment. Perform routine and extensive maintenance and repair procedures on buildings, mechanical equipment and utility systems

 **NOTE:** The below lists are not ranked in order of importance

**Essential Functions:**

* Ensure safety of students
* Performs troubleshooting and maintenance in HVAC, electrical, electronics and plumbing; assists in obtaining quotes and arranging for services of outside vendors; obtain estimates for supplies, repair parts; orders parts as needed. Maintain records of schedules maintenance procedures. Work on projects identified by the Managers and Leads requiring the services of the skilled craftsperson(s)
* Inspect and verify the operation and safety of equipment including but not limited to, adjusting, calibrating, replacement, rebuilding repairing of all building equipment. (Permitted repairs are performed under the supervision of Master licensed maintenance workers)
* Perform preventative maintenance inspections and related job tasks in all district facilities including, but not limited to HVAC, electrical, electronics and plumbing equipment so that they are maintained in a safe, clean and orderly condition in accordance with regulations; maintains hand and power tools in working condition
* Support all trades in their related job duties. Respond to emergency maintenance requests as required. Perform a variety of work in the maintenance requests as required. Performs a variety of work in the maintenance and repair of building systems. Monitors maintenance schedules to assure tasks are performed in a timely manner
* Maintain the strictest confidence concerning personnel, students and operational concerns of the district
* Promote good public relations by personal appearance, attitude and conversation
* Report all cases of suspected child abuse to appropriate school personnel and proper government authority

**Other Duties and Responsibilities:**

* Serve as a role model for students and staff
* Establish and maintain effective working relationships with other employees and building staff
* Interact in a positive manner with staff, students, and parents
* Maintain a level of approachability by administration and staff
* Perform other related duties as assigned by the building administrator and/or Facilities and Special Projects Supervisor

**Qualifications/Certificates:**

* High School Diploma or equivalent
* Three or more years’ experience in HVAC, Electrical, or Electronics and Plumbing
* Maintenance work experience in a commercial or school environment preferred
* General contractor or Trades license preferred
* Alternative to the above qualifications as the Superintendent and/or Vernon Board of Education may find appropriate

**Required Knowledge, Skills, and Abilities:**

* Ability to communicate ideas and directives clearly and effectively, both orally and in writing
* Effective, active listening skills
* Ability to work effectively with others
* Ability to work independently and/or team environment
* Ability to manage multiple priorities
* Troubleshooting and repair of commercial facility equipment
* The ability to read and understand blueprints and schematics
* Basic knowledge of facility maintenance
* Basic knowledge of building, state, local codes and regulations
* Critical thinking and problem solving skills
* Ability to comply with Maintenance on-Call Policy

**Additional Working Conditions:**

* Interaction among children
* Operation of equipment outside under unfavorable weather conditions
* Occasional requirement to work near moving mechanical parts
* Occasional pushing and/or pushing mobile equipment to a maximum of 300 pounds
* Occasional excessive standing to perform repairs
* Occasional requirement to walk in excess of 2 miles per day
* Frequent climbing of stairs and/or ladders
* Frequent exposure to loud noises, e.g., power tools, vacuum
* Repetitive hand motion, e.g., waxing, mopping, sweeping, washing
* Regular requirement to sit, stand, walk, read, hear, see, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop
* Frequent interruption of duties by staff, students, visitors and/or telephone
* Occasional need to work overtime
* Occasional requirement to lift, carry, push and/or pulling various supplies and/or equipment up to a maximum of 50 pounds

**Equipment Operated:**

Power/Hand Tools Ladder Snow Removal Equipment Power washer

Air Compressor Landscaping Equipment Other relevant equipment/technology

**Required Testing Continuing Educ./Training Clearances**

Pre-hire/post-offer physical Fingerprint/Background

 Valid driver’s license

**Evaluation**:

Performance will be evaluated annually in accordance with the provisions set by the Vernon Board of Education

My signature below represents that I have reviewed the contents of my job description and that I understand the requirements of my position.

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Signature Date