

Solanco School District

Position Title: Maintenance Generalist

Site: District

Classification: Fulltime (40 Hours per Week)

Reports to Immediate Supervisor: Director of Buildings & Grounds

Responsible to: Director of Buildings & Grounds / Assistant Director of Buildings & Grounds

Definition/General Description of Duties: Perform a wide variety of building maintenance activities within District facilities to provide a safe and efficient environment for employees, students, and community. This includes preventive maintenance (PM), repairs and replacement of District equipment. Assignments are carried out in accordance with existing trade precedents, practices, and procedures. Work involves physical effort, vehicle driving, exposure to the elements, and potential hazards. This position interacts with staff and community and must reflect a positive image for the school district

Essential Duties and Responsibilities:

Operate and maintain buildings and equipment. Tasks will involve, but is not limited to:

1. Maintenance and repair of structural components such as drywall, painting, doors, cabinets.
2. Mechanical components such as troubleshooting and repair of power supplies for equipment, replacing fan motors, pumps, performing seasonal maintenance.
3. Plumbing and sanitary system repairs such as faucets, traps, drain lines, and pumps.
4. Electrical repairs such as replacing breakers, switches, outlets, lighting.
5. Maintain and operate District vehicles.
6. Perform regular inspections of building systems and equipment to ensure safe, secure, efficient, and dependable operation.
7. Maintain an organized environment within assigned buildings.
8. Obtain, organize, and enter pertinent work order information.
9. Provide support to department leadership during construction or renovation projects.
10. Perform duties of other department staff as assigned by Director of Buildings & Grounds.
11. Log District keys in an accurate and timely fashion.
12. Other duties assigned by the Director of Buildings & Grounds.

Knowledge of Following Preferred:

- A broad mechanical aptitude and related problem-solving ability.
- General knowledge of HVAC, electrical, plumbing and construction activities and practices.
- Ability to work independently with minimal supervision, as well as, part of a team.
- Ability to complete required work using safe work practices.
- Ability to use computer technology efficiently (i.e. electronic mail, internet, Microsoft word and excel).
- Methods, materials, and equipment related to the maintenance and operation of buildings and equipment.
- Operate hand tools, power tools and equipment used in the maintenance of buildings and equipment.

Ability to:

- Understand and follow written and oral communications.
- Maintain cooperative working relationships with those contacted during the workday.
- Maintain confidentiality and exercise discretion.
- Respond to emergency situations swiftly and appropriately.

- Perform heavy physical labor including lifting, pulling, pushing, and working off ladders.
- Work with minimal supervision.
- Prioritize and organize work assignments.
- Able to prepare and maintain accurate records and reports.
- Provide neat and acceptable appearance and hygiene.
- Adhere to safety standards and safe practices especially while using equipment and chemicals.

Qualifications Requirements:

- High School diploma or GED
- Acceptable Act 34 Police Compliance
- Acceptable PA Child Abuse History Clearance
- FBI Clearance
- Valid PA driver's license
- Minimum two years' facility maintenance or multi-trades experience and/or certificate from trade school.
- Other mandatory Pennsylvania School District employee trainings and documentation

ADA Compliance:

Physical ability:

Ability to perform manual tasks located in varying environments (interior areas as well as crawl spaces, above ceilings, pipe tunnels, at heights (approximately 40 feet) and outdoors in all seasons to maintain a safe and functional school district. Tasks require strength and dexterity (i.e. ability to lift 50 to 100 lbs., climb ladders to approximately 40 feet high). Tasks involve regular, and at times, sustained performance, of moderate to physically demanding work, involve a combination of lifting, carrying, pushing, and pulling moderately heavy equipment. The employee is required to stand, climb, balance, stoop, kneel, crouch, and crawl.

Sensory requirements:

Ability to discriminate odors. Vision ability requirements include close vision, color vision, peripheral vision and depth perception and the ability to adjust focus. Most tasks require visual perception and discrimination. Employee must be able to hear and verbally communicate. Ability to use hands to finger, handle or feel objects, equipment, tools or controls.

Environmental factors:

Tasks are regularly performed with potential exposure to environmental conditions such as strong odors, wetness, humidity, machinery, temperature and noise extremes, toxic, poisonous or caustic agents. The employee works with and near moving mechanical parts and equipment and will work in exterior weather conditions, and is exposed to extreme cold or extreme heat, fumes, and airborne particles. Employee exposed to slippery surfaces. The noise level is usually moderate. Must follow safety PPE protocols.

Mental Demands:

Ability to follow instructions both orally and written, (i.e. service calls, technical specifications, wiring and control diagrams, operations, and maintenance information). Ability to employ initiative in work assignments and completing repairs as is necessary without specific instruction.

To perform this job successfully the employee must be able to perform each essential responsibility satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. The physical and sensory demands described are representative of those that must be met by the employee to satisfactorily perform each essential responsibility. The work environment described is representative of the environment the employee will

encounter while performing the job responsibilities. Reasonable accommodation may be made to enable the employee with disabilities to perform the job responsibilities, if requested. The Solanco School District is an Equal Opportunity Employer.

The above description is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

I have read and understand the responsibilities and requirements of this position for which I have been employed by the Solanco School District and am able to perform the essential duties and responsibilities of the position.

Signature of Employee: _____ **Date:** _____