

**GLEN ELLYN SCHOOL DISTRICT 41
GLEN ELLYN, ILLINOIS**

JOB DESCRIPTION

TITLE:

General Maintenance II

CLASSIFICATION:

☐ Administrator:

☐ GEEA

☒ ESP:

 X AFSCME

 EXEMPT

DEPARTMENT:

Buildings and Grounds

REPORTS TO:

Director of Buildings and Grounds

GENERAL RESPONSIBILITIES

General Maintenance II personnel maintain the buildings and grounds of the district in good condition in order to provide for the efficient, effective and safe use of district property.

ESSENTIAL JOB FUNCTIONS

- Retrieves work orders and completes requested building and grounds repairs and maintenance.
- Repairs, removes and installs plumbing fixtures and pipes.
- Delivers copy paper, furniture, and other materials to buildings as needed.
- Provides landscaping and snow removal assistance as needed.
- Conducts building checks in off-hours such as on holidays and weekends as assigned.
- Provides substitute support for custodian or courier.
- Replaces filters in the HVAC systems in buildings.
- Performs light carpentry, HVAC, plumbing, and electrical repairs.
- Installs equipment at buildings.
- Repairs and maintains playground equipment.
- Provides basic equipment maintenance.
- Trains others in department on new skills.
- Interfaces with all levels within the District, community groups and with outside vendors and suppliers.

KNOWLEDGE AND SKILLS

- General knowledge of heating, air conditioning, plumbing and electrical systems.
- Experience in using hand tools and power tools is required.
- Knowledge of buildings and basic trades.
- Must be able to operate light trucks, snowplow and tractor equipment.
- Requires some heavy lifting and physical labor.
- Must be able to read, write, understand, communicate, and follow directions in English.
- Must be available to work overtime on school holidays, before and after school, and in outdoor conditions as required.
- Ability to read blueprints.
- Able to read volt meter.

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- Able to read refrigeration gauges.
- Working knowledge of heating and cooling systems.
- Must have at least 2 years experience as maintenance worker (school environment preferred).
- Able to use computer to access work orders, answer e-mail, check heating/cooling systems.
- Must be able to understand digital and pneumatic heating controls.

EDUCATION AND CREDENTIALING

- High school diploma or equivalent.
- Must hold a valid Illinois drivers license.

EVALUATION

- Director of Buildings and Grounds will evaluate annually

DIRECT REPORTS TO THIS POSITION

- Not applicable.

WORK YEAR

- 12 month.

<u>PHYSICAL ABILITY JOB REQUIREMENTS</u>	Not Important	Desirable	Essential	Critical
Walking or standing				X
Seeing				X
Hearing				X
Lifting/carrying objects weighing 5-20 lbs.				X
Lifting/carrying objects weighing over 20 lbs.				X
Pushing/pulling carts, dollies, etc.				X
Climbing ladders, scaffolding, etc.		X		
Regularly working at assigned site(s).	X			
Driving a car, van or truck on public roads or highways.				X
Proofreading and checking documents for accuracy.				X
Using a keyboard to enter, retrieve or transform data.			X	
Dealing with employees, suppliers and/or customers in high-stress situations.			X	
Conducting performance reviews with employees who report to you.	X			
Disciplining and when necessary, discharging employees.	X			
Working in an area that is somewhat uncomfortable due to noise, drafts, etc.			X	
Working in confined area for 2+ hours at a time.		X		
Working in an area that is very unpleasant due to temperature, odor, noise, etc.		X		
Operating heavy equipment and/or performing other very hazardous duties.		X		
Looking at computer screen/reading data on PC.			X	

By signing this, I affirm that I have read and understand the contents of this document.

Employee Signature

06/16/2008