

LORAIN CITY SCHOOLS

JOB DESCRIPTION

TITLE: Class I Maintenance Entry Level Unskilled Laborer, Seasonal Worker

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each performance responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- * High School Diploma or GED
- * Experience in miscellaneous mechanical, building trades and grounds work.
- * Valid Ohio driver's license.
- * Knowledge in all areas of maintenance work, including a working knowledge of national, state, and local codes.
- * Knowledge of computer maintenance management systems
- * Knowledge of e-mail and Internet
- * Knowledge of Micro Soft Office, Word and Excel

REPORTS TO: Associate Director of Operations or assigned Administrator.

SUPERVISES: Any staff or personnel assigned.

JOB GOAL: To provide students and staff with a safe, attractive, comfortable, clean and efficient place in which to learn, play and develop. To keep all district systems and equipment in good working condition, increasing the life expectancy of all equipment and property. To improve the health and welfare standards of the facilities.

PERFORMANCE RESPONSIBILITIES:

I. Essential Duties:

- A. Perform a variety of miscellaneous repairs and adjustments to equipment, painting, make deliveries and pickups, moves furniture, mow grass, snow removal, and athletic field marking.
- B. Be skilled in the care and use of all tools and equipment assigned.
- C. Duties may be performed independently or as part of an integrated team.
- D. Perform other duties as may be assigned. It is understood that duties may be assigned not related to maintenance work.
- E. Ability to provide reasonable precautions to protect materials, equipment and facilities.

F. Completes all required reports in a timely manner.

II. Physical & Environmental Responsibilities:

- A. Required to stoop, kneel, crawl, lift, carry, push, pull, climb, balance, walk, sit and reach.
- B. Ability to operate and use all types of tools and equipment normally used in the maintenance industry.
- C. Ability to operate assigned vehicle in all types of climatic conditions.
- D. Ability to maneuver body to shift, brake, and steer assigned vehicle.
- E. Potential exposure and handling of automotive fuels, fluids and lubricants.
- F. Ability to hear accurately, corrected or uncorrected.
- G. Ability to see, corrected or uncorrected
- H. Ability to speak and be understood.
- I. Potential exposure to human blood, bodily fluids, tissue, or other potentially infectious materials.
- J. Ability to perform duties with light to heavy noise.
- K. Potential exposure to unruly students or adults.
- L. Potential exposure to all hazards associated with construction and building maintenance.
- M. Potential exposure to outside weather conditions.

III. OSHA responsibilities:

- A. Knows and uses safe work procedures.
- B. Recognizes job hazards and takes proper precautions to assure personal, fellow employee, and public safety.
- C. Informs supervisor immediately of hazards, unsafe equipment and acts, and recommends solutions to correct deficiencies.
- D. Actively participates in all District sponsored safety programs and training sessions.
- E. Immediately reports accidents, injuries, and near misses to supervisor.
- F. Reports to work in a condition to be able to perform duties safely.
- G. Follows school district's Safety Plan.

TERMS OF EMPLOYMENT: As determined by negotiated agreement.

EVALUATION: Annually by Associate Director of Operations or assigned Administrator.

FLSA: Non-exempt

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.