

**CAMDEN ROCKPORT SCHOOLS
JOB DESCRIPTION**

MAINTENANCE I

QUALIFICATIONS:

1. High School Diploma or equivalent.
2. Demonstrated aptitude or competence for assigned responsibilities.
3. Knowledge of OSHA safety requirements.
4. Sound experience with basic hand tools and power tools.
5. Experience with operating and maintaining equipment including outdoor power equipment, plumbing, electrical and HVAC.

REPORTS TO: Director of Facilities and Transportation and/or Building Administrator

JOB GOAL: To help maintain the physical school plant in condition of operating excellence so that full educational use of it may be made at all times.

PERFORMANCE RESPONSIBILITIES:

1. Maintains safe condition of district facilities as directed by the Director of Facilities and Transportation
2. Performs regular preventative maintenance on equipment including, but not limited to, lawn and field maintenance equipment, generator, HVAC equipment and boilers as directed by the Director of Facilities and Transportation
3. Supervises repair work performed by outside subcontractors as directed by the Director of Facilities and Transportation
4. Recommends supplies and equipment for purchase and maintains the inventory of district-owned hand tools, equipment, hardware, materials and supplies
5. Estimates costs of repair as directed by the Director of Facilities and Transportation
6. Performs such other duties and responsibilities as may be assigned by the Director of Facilities and Transportation and/or the Building Administrator

LEGAL AND ETHICAL DUTIES:

1. Maintains confidentiality about all aspects of employees, students and personnel written and oral records
2. Demonstrates a respect for the legal and human rights of students, instructors, and other staff
3. Follows health and safety procedures established by the District
4. Arrives and departs punctually, notifying appropriate personnel about absences and coverage
5. Demonstrates dependability, integrity, and other ethical standards

To perform this job successfully, an individual must be able to perform each duty and responsibility satisfactorily. The responsibilities are representative of the knowledge, skills, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

1. Ability to read, reason, and understand policies and procedures and related information, and to follow verbal or demonstrated instruction.
2. Physical ability to perform all necessary upper and lower body movement. Employment physical and back screening required at time of hire and at other times per the discretion of the Director or Superintendent.
3. Ability to talk, hear, see and speak.
4. Ability to do reaching, eye-hand coordination, stooping, climbing ladders and lifting of 50 pounds on a regular basis, occasionally more.
5. Ability to use different chemicals.
6. Ability to read and understand blueprints and specifications.
7. Ability to write messages and to perform basic mathematics.
8. Ability to communicate using school provided computer and email account.
9. Demonstrate the ability to communicate effectively.

TERMS OF EMPLOYMENT: As specified by contract

EVALUATION: Performance of this job will be evaluated in accordance with this document and the Director of Facilities and Transportation

History: Approved: 03/06/13

Approved: April 14, 2021