

ROLE DESCRIPTION MAINTENANCE MECHANIC

TITLE: Maintenance Mechanic

QUALIFICATIONS:

1. High School Diploma or equivalent preferred.
2. Working knowledge of the methods and tools used in maintenance and repair work.
3. A Journeyman's License in one of the building trades is desirable.
4. Licensed to apply pesticides if needed.
5. Valid Driver's License.
6. Experience preferred.

REPORTS TO:

Director of Maintenance, Assistant Director of Maintenance

JOB GOAL:

To provide students and staff with an attractive, safe, and well-maintained facilities in which to work and learn.

PERFORMANCE RESPONSIBILITIES:

A. ENSURE THE SMOOTH OPERATION OF THE FACILITIES:

1. Work with and around staff and students, and maintain a harmonious relationship with co-workers, administration, staff, and students.
2. Operate, install, and maintain heating, plumbing, and electrical equipment, sprinkler systems, and all other equipment.
3. Repair school furniture.
4. Fill in for day/night custodian when required.
5. Handle any emergency with any system, i.e., fire and burglar alarms, electrical, heating, air conditioning, pneumatic systems, and any other systems.
6. Respond to calls regarding security, snow removal, or emergency repairs on weekends, nights, and holidays.
7. Maintain all school buildings and school grounds including parking lots, remove excess sand, trash, and leaves as needed.
8. Prepare and mark all athletic fields, including seeding where necessary.
9. Understand and carry out routine oral and written instructions.
10. Apply pesticides.
11. Work inside or outside performing such duties as snow removal, cutting dead trees, maintaining culverts, storm drains, roof drains, and any other duties required.

B. EQUIPMENT OPERATION AND SAFETY/SECURITY:

1. Operate motorized vehicles and equipment, including tractors, large/small riding lawn mowers, pickup trucks, tractor, snow blowers and any other required equipment.
2. Perform preventative maintenance on equipment.
3. Wear protective equipment when required/requested.
4. Know proper safety techniques and procedures.
5. Report fire hazards and other emergencies.

C. MAINTAIN THE HIGHEST STANDARDS OF PROFESSIONALISM:

1. Demonstrate positive work habits by showing initiative, cooperation, dependability, efficiency, and productivity.
2. Demonstrate responsible behavior regarding attendance and work schedule.

3. Perform in a professional manner when interacting with students, parents, faculty, administration, and co-workers.
4. Follow the guidelines of confidentiality as established by the school district.
5. Attend and participate in relevant training sessions, meetings and professional growth activities as requested and/or required.
6. Perform other reasonable duties as requested by the supervisor.

PHYSICAL REQUIREMENTS:

Standing – Frequently
Walking – Frequently
Sitting – Occasionally
Driving – Frequently
Lifting – Lift a minimum of 70 lbs.
Bending/stooping – Frequently

TERMS OF EMPLOYMENT:

Per Merrimack Educational Support Staff Master Agreement.

EVALUATION:

Performance of these responsibilities will be evaluated annually in accordance with the approved administrative procedure for staff evaluation.