

North Boone

Community Unit School District 200

JOB DESCRIPTION – NON-CERTIFICATED

Position: District Maintenance Repair Person

Reports to: Director of Facilities

Qualifications:

1. High School Diploma
2. Experience in commercial or industrial building systems maintenance position
3. Mechanical ability or experience in automotive or small engine mechanics
4. Ability to implement directions and work with minimal supervision
5. Able to move and lift objects at least fifty pounds
6. Valid Illinois driver's license CDL preferred.

Terms of Employment: 12 months

General Responsibilities: duties include, but are not limited to, electrical wiring; lighting and component installation and repair; stick and metal gas welding; heating, cooling, ventilating installation and repair; school facility plumbing installation and repair; general carpentry installation and repair; general painting; snow removal; glass and window installation and repair; and any other buildings and grounds maintenance functions that are requested by individual district facilities. Cooperates with all certified and non-certified personnel, students and parents.

Performance Responsibilities

1. Completes all assigned duties in a timely and professional-like manner.
2. Cleans up after work assignment has been completed.
3. Completes work order form as to time spent, material used, and documents any additional information that may be required.
4. Uses safe work practices on all projects to protect himself/herself and all other building occupants including students, teachers, and others who may have use of our buildings and grounds.
5. Reports any needed repairs or unsafe conditions to the Building Principal, and then Director of Facilities.
6. Must be capable of operating all District-owned vehicles and equipment, and must have valid and current Illinois driver's license.
7. Must be knowledgeable and capable of operating a wide variety of electrical and gasoline powered tools and equipment.
8. May be required to perform custodial duties when needed.
9. Follows all school rules and board policies.
10. May be required to supervise the conduct of part-time employees assigned as helpers during the course of any projects.
11. Develops and assists with a district preventative maintenance program/system.
12. Avails himself/herself for snow removal as needed by the Director of Facilities.
13. Must be capable of supporting or lifting up to 50 pounds.
14. May be required to work off shift hours on emergency calls.

15. Performs other related duties and tasks as may be assigned by the Director of Facilities

Terms of employment: 260 days (twelve months) 8 hours per day

Salaried Position

12 Sick days and 4 Personal Days

Eligible for Vacation Days

Evaluation:

By the Director of Facilities