

ATTACHMENT NO. X-J: Hiring of District Maintenance Repair Person

Suggested Motion: Move to approve the Hiring of District Maintenance Repair Person

Recommended Action: Approve the motion.

We are asking for the Board to approve the hiring of a District Maintenance and Repair Person. The need for the position has been presented at the facilities meeting for discussion and is intended to help keep costs contained on maintenance and repair needs throughout the district. Having our own employee will save the district from contracting services out that could be done in house. The position would be a full time salary based on the qualified applicant's experience. The position would report to the Facilities Director and begin June 1, 2020. The job description has been added to your packet for review.

Company	Expenditures April-June FY19	Expenditures for July-March FY20	Total (12 months)
A-Fire Extinguisher Sales	\$0.00	\$3,707.35	\$3,707.35
Abby Pest Elimination LLC	\$1,095.00	\$5,685.00	\$6,780.00
Aramark Uniform Services	\$3,930.91	\$10,994.67	\$14,925.58
Automatic Fire Systems	\$0.00	\$1,884.00	\$1,884.00
Ayre Excavating LLC	\$640.00	\$700.00	\$1,340.00
*B & K Concrete	\$0.00	\$695.00	\$695.00
Bel Rock Asphalt Paving Inc	\$2,000.00	\$14,455.00	\$16,455.00
*Blue Ribbon Electrical Inc	\$1,898.12	\$7,639.74	\$9,537.86
*Carmichael Construction Inc	\$0.00	\$3,486.00	\$3,486.00
Coit Drapery Cleaners Inc	\$0.00	\$13,460.00	\$13,460.00
*Collins Sanitary	\$3,670.00	\$14,838.00	\$18,508.00
Corvus Industries LTD	\$15,163.00	\$6,324.00	\$21,487.00
Creative Fence	\$0.00	\$29,000.00	\$29,000.00
Culligan of Belvidere	\$3,490.25	\$9,129.00	\$12,619.25
Daniels Fuel & Tires	\$35.59	\$2,501.50	\$2,537.09
*Dax Kirchoff Decorating	\$0.00	\$9,200.00	\$9,200.00
*Ellsworth Nursery LLC	\$0.00	\$3,615.00	\$3,615.00
*Geostar Mechanical Inc.	\$20,671.77	\$228,719.36	\$249,391.13
HSI of Loves Park LLC	\$0.00	\$266.95	\$266.95
Illinois Office State Fire Marshal	\$0.00	\$350.00	\$350.00
*Johnson Controls Inc	\$1,286.20	\$19,944.69	\$21,230.89
M. Spinello & Sons Locks	\$7,615.00	\$6,240.00	\$13,855.00
Midwest Environmental Consulting	\$0.00	\$1,775.00	\$1,775.00
National Elevator Inspection Services	\$0.00	\$363.00	\$363.00
Olsson Roofing Company, Inc.	\$0.00	\$1,722.00	\$1,722.00
PDC Laboratories, INC	\$6,330.00	\$1,615.00	\$7,945.00
Priest Farms	\$0.00	\$29,487.50	\$29,487.50
Pro-Com Systems	\$0.00	\$2,573.00	\$2,573.00
R.V.P Enterprises	\$0.00	\$6,750.00	\$6,750.00
Rock County Fence & Deck, LLC	\$0.00	\$5,438.00	\$5,438.00
Rudolph Masonry	\$0.00	\$10,670.00	\$10,670.00
*Rush Power Systems, LLC	\$925.00	\$925.00	\$1,850.00
Schumacher Elevator Co	\$0.00	\$1,557.66	\$1,557.66
Smetters Tree Service	\$0.00	\$1,800.00	\$1,800.00
Sound Incorporated	\$6,667.24	\$8,676.00	\$15,343.24
Stalker Sports Floors	\$0.00	\$3,800.00	\$3,800.00
Sterling Commercial Roofing	\$796.00	\$124,115.40	\$124,911.40
*Stokes Decorating	\$0.00	\$9,200.00	\$9,200.00
United Laboratories	\$5,664.27	\$26,219.91	\$31,884.18
United Power and Battery	\$0.00	\$1,900.00	\$1,900.00
Veterans Floors Inc	\$0.00	\$2,350.00	\$2,350.00

Services		
fire extinguisher inspection		
pest control		
uniforms and supplies		
sprinkler inspections and work on sprinkler system		
grate parking lots		
Concrete repair		
Seal coating		
electric work at schools		
installation of a new door		
drapery cleaning/flameproofing		
help with toilet blockage and pump septic		
bleacher inspections & backstop Service and Inspection		
fence		
water		
repair on tires and		
classroom painting		
landscaping for Capron and NBMS		
boiler work, mechanical		
clean and sanitize		
boiler Inspections		
handle smoke detectors and alarms (except HS), runs all HVAC		
lock and keys		
air quality test		
elevator inspection		
roofing		
water samples		
snowplow and salt		
work and troubleshoot alarms at HS		
removal of trees by track		
fencing		
masonry repairs		
PM on Generators and Repair		
scheduled maintenance on elevator		
removal of trees at MES		
fire and security monitoring		
gym floor		
roofing		
classroom painting		
boilermate and steam line treatment		
PM on UPS Electronics		
clean and refinish gym floor		

# 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