

RANGELEY LAKES REGIONAL SCHOOL

TITLE: Maintenance

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

ESSENTIAL DUTIES AND RESPONSIBILITIES . *Other duties may be assigned.*

General Duties

- Maintains all safety and code requirements of the State, local and Board of Ed. guidelines.
- Performs general maintenance work inside and outside the physical plant such as ceiling, roof, electrical, plumbing, concrete, masonry, glazing, insulation, ventilation, tile and pump and fan repairs.
- Performs normal operator adjustments, and service to facility operational equipment such as, but not limited to, compressors, boilers, unit ventilators and fans and maintains records on operational and maintenance activities.
- Recommends supplies and equipment for purchase, and maintains the inventory of district-owned hand tools, equipment, hardware, materials and supplies.
- Repairs and recommends supplies and equipment for door and bathroom partition hardware
- Examines district-owned facilities on a regular basis for purposes of preventive maintenance and helps develop an annual maintenance project list for approval
- Develops a long range repainting plan and implements approved plan
- May assist with summer cleaning
- Keeps grounds free of rubbish
- Cleans gym and locker rooms
- Carries out emergency custodial duties in the absence of a custodian
- Maintain work related records and prepares various reports as directed.

Carpentry

- Performs minor repairs and renovations including repairing wall damage, moving and installing bookcases, shelving etc.
- Estimates costs of carpentry repair or new projects in terms of labor , material, and overhead
- Performs rough and/or finish work upon approval

Plumbing

- Inspects plumbing regularly for needed repairs
- Performs minor plumbing repairs including leak repairs replacement of faucets and fixtures
- Removes, relocates and install sinks, flushes, etc. as needed
- Oversees other plumbing repairs by licensed plumber.

Electrical

- Performs minor electrical maintenance and repairs
- Assumes primary responsibility for the safe condition of electric elements in the facilities owned or operated by the district.
- Oversees other needed electrical work by licensed electrician

HVAC

- Performs regular preventive maintenance and boiler water treatment programs for all heating and air handling equipment.
- Repairs and maintains air handlers, ventilators, cooling coils and radiators along with other mechanical heating and ventilating equipment.
- Monitors and coordinates control panels and thermostats of all systems to maintain standard working temperature
- Oversees other needed electrical work by HVAC contractors.

SUPERVISORY RESPONSIBILITIES:

Supervises custodians and oversees cleaning of the school.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty 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.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED)

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid driver's license with good driving record. Boiler operators license (within two months of employment)

OTHER SKILLS and ABILITIES:

Ability to pass a district written and physical test. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk; use hands and finger to handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms such as to operate vibrating machinery. The employee is occasionally required to sit. The employee frequently must squat, stoop or kneel, reach above the head and reach forward. The employee continuously uses hand strength to grasp tools and climbs on to ladders. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job.

The employee must frequently lift and/or move up to 50 pounds such as building materials. Occasionally the employee will lift and/or move up to 90 pounds such as bulk furniture. The employee will sometimes push/pull items such as tables scaffolds, and cabinets. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works indoors and will occasionally work outdoors. The employee will work near or with moving mechanical equipment. The employee may work with toxic or caustic chemicals such as petroleum products, degreasers, and sprays and non-household dust while performing the duties of the job. The noise level in the work environment is usually moderate and occasionally will work in a loud area.

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