

Paris Cooperative High School

JOB DESCRIPTION

Position Title: Maintenance Assistant

Department: Maintenance

Reports to: Maintenance Director

FLSA Class: Non-Exempt

Effective Date: 9/01/2023

SUMMARY

This position ensures that routine maintenance and repairs on, and within all buildings of the district are performed accurately and efficiently to keep them in optimal working condition in conjunction and under the direction of the Maintenance Director.

DUTIES

1. Examines all buildings, grounds, and equipment on a regular basis for a comprehensive overall planning and scheduling of needed repairs and maintenance.
2. Maintains landscaping and maintenance of school grounds including regular watering and mowing.
3. Checks grounds for trash and damage including checking softball, baseball, and tennis concession areas and cleaning bathrooms as needed.
4. Checks emails and maintenance requests periodically throughout the day.
5. Checks HVAC building automation periodically throughout the day and adjusts as needed.
6. Maintains geothermal system including setting day and night timers, thermostat settings as directed, and filter changes.
7. Monitors school calendar and set HVAC systems accordingly for after school activities.
8. Monitors and makes changes to HVAC systems after hours through computer.
9. Unloads deliveries and distributes as needed.
10. Places and removes parking signs in the morning before school and pickup after school.
11. Informs administration of all building needs and repairs on a regular basis.
12. Sweeps cafeteria floor following each student lunch period during school year.
13. Sweeps gym, vacuum carpets in lobby, weight room entrance and training room, empty trash as needed.
14. Lunch duty clean tables, sweep, and mop.
15. Hauls copy paper to printer areas.
16. Checks and fills water softener salt.
17. Checks sawdust barrel from woodshop and empty as necessary.
18. Inspects and maintains all fire alarm systems and fire extinguishers in all locations for pressure and signs the inspection tag when completed as required by law and Board Policy.
19. Performs and documents emergency lighting and exit light inspection and repair as needed.
20. Drains condensate water from air compressors located in maintenance and wood shop.
21. Checks emergency generator including fluids and belts to ensure running properly.
22. Cleans gym floor with floor scrubber.
23. Checks sump pump in theater.
24. Assists contractor with kitchen exhaust hood inspections.
25. Changes all air filters (280) in HVAC units.
26. Greases bearings and motors in the gym bleachers, all HVAC units, geothermal system pumps, and greenhouse exhaust fans.
27. Clean ice machine in training room.

28. Clean coil on condensing unit for A/C unit in server room.
29. Clean condensers on cooling units on kitchen serving line.
30. Set up and tear down all staging and decorations for all end of year activities including but not limited to May Fete, Grand March, National Honor Society, Prom, and Graduation (April/May).
31. Change combinations on all athletic and PE lockers yearly when school is out (May/June).
32. Inspect and perform all repairs such as drywall, painting, etc. when school is not in session (summer).
33. Paint all traffic lines before school starts including everything on concrete surface, front and back parking lots (summer).
34. Fill all rooftop HVAC units condensate drains with water right before cooling season starts to help prevent flooding (June).
35. Assist contractor with inspection of fire systems including sprinkler system (June).
36. Assist contractor with inspection of all bleachers (gym, football field, baseball, and softball diamonds) (July).
37. Winterize irrigation system at football and baseball fields (before freezing in fall).
38. Assist contractor with inspection of all water backflow preventers in the following areas: mechanical room, baseball diamond, and football field (February).
39. Paint theater stage.
40. Remove snow from all parking lots, sidewalks, and roads and apply ice melt at needed.
41. Mow, weed-eat, and spray grounds as needed.
42. Pull weeds and maintain all flower beds and outside planters.
43. Paint lines on main football field and practice field weekly during band/football season
44. Tear down and put away tables and chairs from tailgate during football season.
45. Assist with removal of tiger blow-up head after start of football game.
46. Put up and take down tennis nets as required.
47. Remove water fountains from baseball concession before freezing weather and reinstall after threat of frost is gone in spring.
48. Set up and take down discus net before and after track and field season.
49. Set up and take down risers and shell in theater for various concerts throughout the year.
50. Monitor and service all maintenance equipment as needed including truck, lawn mower, etc.
51. Order materials, parts, supplies, and equipment as needed following established procedures with use of purchase order (P.O.) and consistent with the maintenance budget, appropriations, and district priorities as well as help maintain appropriate inventory.
52. Maintain facility keys in locked cabinets and distribute with administrative direction keeping list of staff with corresponding keys.
53. Ensure compliance with applicable state and federal laws.
54. Maintain the same high level of ethical behavior and confidentiality of information about students and personnel as is expected of all staff.
55. Performs any other duties as assigned within the scope of the job assignment.

QUALIFICATIONS

1. High School diploma or equivalent required.
2. Must possess a valid driver's license.
3. 2-5 Years' experience in building maintenance and repair, carpentry, electrical, and plumbing.
4. Certification of fitness for duty signed by a licensed physician.
5. Ability to understand and follow basic oral and written instructions.
6. Ability to be on your feet for long periods of time.

7. Ability to enforce school regulations and policies in a professional manner.
8. Ability to maintain good working relationships with fellow employees and pupils.
9. Must be able to lift up to 50 lbs.
10. Must be able to carry up to 35 lbs.
11. Requires employee to have the ability to push/pull up to 26 lbs.

SCHEDULING

The schedule is subject to change with time of year and district demands. Overtime is required when requested.