



**EXCELSIOR SPRINGS**  
S C H O O L D I S T R I C T  
— *Together, Achieving Excellence* —

**Job Description**

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**POSITION TITLE:** Maintenance  
**REPORTS TO:** Director of Buildings and Grounds  
**F.L.S.A.:** Non-Exempt Professional

**QUALIFICATIONS:**

1. High School Diploma or equivalency
2. Skilled labor knowledge
3. Lifting capability - 50 pounds.

**Job Goal**

To maintain the school building and grounds in a condition of operating excellence so that full educational use of them may be made at all times.

**Job Description**

1. Maintains a friendly and helpful environment.
2. Follows all job related safety guidelines and procedures.
3. Attends district and departmental meetings and training classes as directed.
4. Maintains all work sights/areas in a safe and sanitary standard as required by the school district.
5. Communicates appropriately with supervisors, other employees and general public.
6. Performs a wide variety of tasks using tools and equipment to accomplish cleaning/repair responsibilities in a safe environment.
7. Assumes responsibility for tasks other than those listed which may be assigned by supervisor/administrator
8. Is constantly aware of the responsibility to create a safe school environment by detecting, identifying, removing, and/or preventing hazardous conditions.
9. Provides for the proper care and security of vehicles, tools, supplies and equipment assigned.
10. Maintains all pertinent records, reports, and other paper work as required
11. Role model/reinforce appropriate behaviors for students.

**Performance Responsibilities**

1. Electrical Work
2. Plumbing
3. Routine boiler work

- 4.** Carpentry
- 5.** Painting
- 6.** Welding
- 7.** Masonry work
- 8.** Lock repair
- 9.** Snow removal
- 10.** Monitor Computer controlled environmental systems
- 11.** Repair and regulate heat, ventilation and air conditioning system
- 12.** Operate bobcat, tractor, forklift etc.
- 13.** Install or repair communications cable.
- 14.** Vehicle maintenance.
- 15.** Assist in district deliveries (furniture, equipment)