

**CHIPPEWA LOCAL SCHOOLS BOARD OF EDUCATION  
JOB DESCRIPTION**

**Position:** Assistant Maintenance/Custodian

**Reports to:** Transportation and Maintenance Supervisor

**Employment Status:** Regular/Full-time

**FLSA Status:** Non-Exempt

**Description:** Repairs and maintains machinery and mechanical equipment such as motors, pneumatic tools, and production machines and equipment; installs and repairs electrical systems, apparatus, and electrical and electronic components of industrial machinery and equipment; constructs, erects, installs, and repairs structures and fixtures of wood, plywood, and wallboard, conforming to local building codes. Must be able to work both 1<sup>st</sup> and 2<sup>nd</sup> shift and occasional weekends.

**NOTE:** The below lists are not ranked in order of importance

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following: (Other duties may be assigned.)

General Maintenance

Dismantles devices to gain access to and remove defective parts.  
Examines form and texture of parts to detect imperfections.  
Inspects used parts to determine changes in dimensional requirements.  
Adjusts functional parts of devices and control instruments.  
Repairs or replaces defective parts. Installs special functional and structural parts in devices.  
Lubricates and cleans parts.  
Starts devices to test their performance.  
Sets up and operates drill press, grinder, and other metalworking tools to make and repair parts.  
Repairs electrical equipment.

Electrical Repair

Diagnoses malfunctioning apparatus such as transformers, motors, and lighting fixtures and replaces damaged or broken wires and cables.  
Replaces faulty electrical components of machine such as relays, switches, and motors, and positions sensing devices.  
May push buttons and presses keys on programmable controller to program automated machinery.  
Installs wiring, conduit, and electrical apparatus in buildings.  
Diagnoses and replaces faulty mechanical, hydraulic, and pneumatic components or machines and equipment.

Custodial/Janitor

Troubleshoots work-related problems by following scheduled preventative maintenance on machines and equipment.  
Sweeps, mops, scrubs, and vacuums hallways, stairs, restrooms, and office space.  
Empties trash and garbage containers.  
Maintains building, performing minor and routine painting, plumbing, electrical wiring, and other related maintenance activities using hand tools. Replaces air conditioner filters.  
Open and secure buildings as needed.  
Cleans snow and debris from sidewalk.

Installs special functional and structural parts in devices such as scrubber pads, vacuum belts, using hand tools.

Assist in preparing (and cleaning) buildings for special events and after special events.

Perform other duties as assigned by the supervisor.

#### Maintenance Carpenter

Builds, repairs, and installs counters, cabinets, benches, partitions, floors, doors, building, framework, and trim.

Installs glass in windows, doors, and partitions.

Replaces damaged ceiling tile, floor tile, and wall coverings.

Builds cabinets and other wooden equipment in carpenter shop.

Installs items such as window shades, Venetian blinds, and curtain rods, wall fans, and door locks.

#### Roofer

Covers roofs with roofing materials other than sheet metal, such as composition shingles or sheets, wood shingles, or asphalt and gravel to waterproof roofs.

### **QUALIFICATIONS**

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 function.

### **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED). Knowledge and experience in boiler, air conditioning, refrigeration repair and in a variety of electric, plumbing and roofing services.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **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 regularly required to use hands to finger, handle, or feel and reach with hands and arms. The employee frequently is required to stand and walk. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

\_\_\_\_\_  
Superintendent or designee

\_\_\_\_\_  
Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Adoption date: