



INELLAS PREPARATORY ACADEMY

JOB DESCRIPTION

MAINTENANCE

Major Function

Performs moderately heavy routine manual work in housekeeping and janitorial cleaning tasks within the facility. Performs semi-skilled and skilled manual work by performing preventative maintenance tasks, general maintenance tasks and repair of building, equipment and systems involving a wide variety of trade areas. Work is performed under independently and reviewed through results obtained.

Duties and Responsibilities:

- Scrubs, mops, waxes floors; dusts and polishes furniture, washes windows, woodwork, toilets, blinds, washrooms, fixtures and related items.
- Empties waste baskets; takes trash to designated areas for disposal.
- Applies knowledge of cleaning materials and equipment used in janitorial work in public buildings.
- Follows instructions and deals courteously with others.
- Performs strenuous tasks on a daily basis, including routine heavy lifting.
- Applies knowledge of multi-trades areas in preventative maintenance, general repair, and minor construction duties involving school building structures; heating/air conditioning, electrical and plumbing systems; and related interior/exterior equipment and furnishings.
- Diagnoses problems for referral to a higher skilled maintenance trade when necessary.
- Performs emergency repairs such as removing and replacing broken glass or securing openings when necessary, unstopping toilets, unclogging drain and sewage lines, stopping leaks.
- Applies knowledge of electrical repair and necessary safety precautions in performing duties such as repairing broken wires, replacing light switches and electrical outlets and changing ballasts.
- Utilizes plumbing knowledge in the maintenance and repair of plumbing fixtures such as replacing washers and valve stems and rebuilding flushometers.
- Maintains a maintenance log of projects to be completed and works on them during available times.
- Sets priorities based on maintaining a safe and sanitary environment for the welfare of the students.
- Applies knowledge of standard tools, materials, equipment, and methods of multi-trades areas in the performance of daily work assignments; cleans tools and work area upon completion of project.
- May participate in general building upkeep such as painting and removal of graffiti from exterior and interior structures.
- May be required to act as liaison with outside.
- Performs related work as required.

Minimum Qualifications:

Graduation from a standard high school or possession of a GED. Previous school experience preferred. Skilled person able to handle multiple tasks and assignments.

Salary and Benefits:

Salary is set by the Board of Directors during the annual budgeting process. Time off is accrued at an initial rate of .042017 per hour worked. Benefits shall be paid monthly at a rate of 15.5% of the average pay received during the year. This is a 12-month position, full time while students are present, and 20-hours per week while students are not present.