



## JOB DESCRIPTION

<b>Employee Name:</b> Open
<b>Job Title:</b> Maintenance Assistant
<b>Division:</b> Irvington Community Schools
<b>Building:</b> Irvington Community Schools
<b>Reports To:</b> Director of Facilities
<b>Effective Date:</b> September 2019
<b>FLSA Status:</b> Exempt (Salary) <b>FTE:</b> 1.0

### **Purpose of Position/Summary:**

Responsible for assisting the Director of Facilities in maintaining facilities for students, staff, and public in a safe operating condition; maintaining a preventative maintenance program; and resolving immediate operational and/or safety concerns.

### **Essential Duties/Responsibilities:**

1. Assists in the repair and/or installation of various items, systems, and/or components as may be required in ensuring that items are available and in safe working condition.
2. Assists with painting tasks as directed for maintaining attractive facilities and minimizing damage.
3. Cleans and performs minor repairs of gutters, drains and scuppers to ensure proper operation and adequate drainage.
4. Installs system component parts, classroom and office equipment and facility components as may be required for the purpose of maintaining facilities in a safe, comfortable and operating conditions.
5. Maintains tools and/or equipment.
6. Requests equipment and supplies as necessary.
7. Responds to emergency situations.
8. Performs ground related functions as may be required for the purpose of preserving grounds in a healthy, attractive and safe condition.

### **Job Requirements:**

1. Skills are required to perform multiple, non-technical tasks with a need to occasionally upgrade skills to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating equipment used in skilled trade, power and hand tools, etc.; adhering to safety practices; handling hazardous materials.
2. Knowledge is required to perform basic math, including calculations using fractions, percent's, and/or ratios; read and follow instructions; and understand multi-step written and oral instructions.
3. Specific knowledge required to satisfactorily perform the functions for the job include: methods, practices, tools and materials used in building maintenance and repair specialties.
4. Ability is required to schedule activities: collate data; and consider a number of factors when using equipment.
5. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using a variety of standardized methods.
6. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communication with diverse groups; meeting deadlines and schedules; working as part of a team.
7. Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget.

### **Supervisory Responsibilities/Direct Reports:**

None



## **JOB DESCRIPTION**

### **Difficulty of Work:**

The incumbent must be able to work hands-on in addressing maintenance issues for all buildings and grounds. Must have extensive knowledge in facilities management in working with internal and external parties.

### **Responsibility:**

The usual and customary methods of performing the job's functions require the following physical demands; significant lifting, carrying, pushing and/or pulling; some climbing and balancing; frequent stopping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 10% sitting, 40% walking, and 50% standing. The job is performed under minimal temperature variations and some hazardous conditions. Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget.

### **Personal Work Relationships:**

Incumbent works collaboratively with a wide range of colleagues internally as well as external contacts.

### **Physical Effort:**

Will be exposed to constant activity that requires intermittent standing, bending, crouching, pushing/pulling, lifting/moving/carrying (light to heavy weight material/appliances/equipment), climbing ladders/stairs, and walking on rooftops. Requires manual dexterity sufficient to operate small-motorized equipment (i.e., repetitive hand/wrist, gripping and elbow motion). Must have normal range of hearing, vision, color discrimination and depth perception for proper operation and repair of machines, wiring, and equipment. Must be able to complete tasks wearing appropriate safety equipment (i.e., back belts, goggles, masks, gloves, etc.).

### **Working Conditions:**

Clean, secure, and safe work environment.