

Williams Bay School District

Position Title: 2nd Shift District Maintenance Worker

Reports to: Director of Buildings and Grounds

Job Goal:

Repair and maintain equipment, buildings, and grounds at all locations including performing painting, carpentry, basic plumbing, basic electrical, welding, masonry, and other mechanical maintenance and construction work.

Required Qualifications:

- High school diploma
- Job related training or skills, preferably in an educational setting
- Good communication skills
- Knowledge of proper use of all school vehicles and all custodial equipment
- Ability to perform carpentry and masonry tasks.
- Ability to assume responsibility, display initiative, and exercise good judgment.
- Metasys experience preferred.
- Experience in FMX or facilities management software preferred.

Additional Required Skills:

- Demonstrates ethical conduct and confidentiality in all aspects of the work environment.
- Demonstrates basic computer skills and knowledge.
- Demonstrates exceptional customer service skills and ability to work efficiently with other people.
- Demonstrates the capability to lift a minimum of 65 lbs. and climb ladders.
- Understands and maintains building systems.
- Identifies needed action without continual direction with excellent organizational skills.
- Assumes responsibility for continual professional growth.
- Assumes responsibility for personal work ethic.

General Responsibilities:

Williams Bay School District
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Essential Functions

- Reports immediately to the Director of Buildings and Grounds any damage to school property.
- Unloads and/or delivers all necessary freight and related packages during shift.
- Move furniture and equipment within buildings as directed by Director of Buildings and Grounds or Building Principals.
- Set-up for evening events and assist in set-up of daytime school programs.
- Ice and snow removal as needed
- Unlock/Lock Building at end of shift.
- Make minor plumbing and electrical repairs as needed.
- Assist HVAC Contractor on HVAC maintenance, and replace air filters as needed.
- Communicate with Director of Buildings and Grounds to order any supplies needed.
- Load, Lift, or unload supplies, materials, equipment, etc.
- Report any safety and/or grounds concerns to Director of Buildings and Grounds. (i.e. lawn needs, blacktop repairs, playground safety concerns, snow removal needs, etc.)
- Assist Groundskeeper with mowing and exterior building appearance projects as needed.
- Maintain confidentiality regarding students, student records, parents, staff and any other school-related issues.
- Perform such other tasks as assigned by administration.

Custodial Duties

- Keeps building and premises, including but not limited to, bathrooms, hallways, classrooms, gyms, offices, windows, floors, and walls, clean and safe at all times in accordance with administrative direction.
- Complies with local laws and procedures for the storage and disposal of trash and waste, including proper recycling as defined by district administration.
- Assists with cleanup and pickup of after school activities as needed.
- Performs such other tasks as assigned by administration.
- Make periodic checks of cleaning contractor and report to Contract Supervisor and Director of Buildings and Grounds on any district standards infractions.

Community Liaison

- Assists in building and maintaining community outreach programs in accordance with building goals and visions, as well as district goals and visions.
- Always promote a positive image of the District.
- Performs such other tasks as assigned by administration.

Physical Demands and Work Environment:

The job demands the ability to bend and lift, stand and/or walk for extended periods of time, and to climb and reach. Employee has frequent contact with students and members of the community. While performing the responsibilities of this position, the employee is regularly required to engage in conversation and is required to utilize communication skills, such as speaking and listening. Specific vision abilities required for this job include close vision, color vision, and ability to adjust focus. Essential functions require a high level of concentration and attention to detail.

The physical demands and work environment characteristics described above and within the job description 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.

Terms of Employment:

At will employee. Compensation, employment responsibilities and hours are to be arranged by the District Administrator or Director of Buildings and Ground and as determined by the Board of Education.

The employee shall remain free of any alcohol or illegal substance and shall not use controlled substances (other than as prescribed) in the workplace throughout his/her employment in the District.

Evaluation:

Performance of this job will be evaluated annually following provisions of the Board of Education's policy on evaluation of support personnel.

Description Purpose:

This description documents the general nature and level of responsibility associated with the position. It is not intended to be a comprehensive list of all activities, duties, and responsibilities required of the employee. It is not intended to limit or modify the right of any supervisor to assign, direct, and monitor the work of employees under supervision.

APPROVED: January 25, 2021

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