

Bellefontaine City Schools has an opening for a Maintenance Worker.

Electrical experience is a plus.

Hours are 7:00 a.m. to 3:30 p.m., Monday - Friday.

Salary range is \$21.26 - \$26.22/hour.

Application deadline is January 22, 2024.

Interested applicants may obtain applications at the Board of Education Office, 820 Ludlow Road, from 8:00 a.m. to 4:00 p.m., or online

at <http://www.bellefontaine.k12.oh.us/district/employment>

SAMPLE BOARD OF EDUCATION

JOB DESCRIPTION

Position: Maintenance

Reports to: Buildings and Grounds Supervisor

Employment Status: Regular/Full-time

Description: Perform maintenance duties which relate to the school plant, buildings, facilities,

equipment, and grounds operation

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

Essential Functions:

- Ensure safety of students
- Perform normal operator adjustments and service to facility equipment such as, but not limited to, compressors, HVAC system, and assist in maintaining records on operational and maintenance activities
- Assume primary responsibility for the safe condition of electric elements in the facilities owned or operated by the school district
- Perform general maintenance work inside and outside the physical plant such as ceiling, roof, electrical, welding, plumbing, concrete, masonry, glazing, insulation, tile, pump, and fan repairs

- Perform general labor inside and outside the physical plant including districtwide groundskeeping, handling

materials and supplies, moving equipment, operating power-driver equipment, truck driving, snow plowing,

mowing, etc.

- Recommend supplies and equipment for purchase
- Conduct periodical inspections of the facilities
- Promote good safety practices and procedures
- Repair and maintain HVAC, motors, and filters
- Inspect roofs for leaks and repair
- Repair and maintain electrical components, e.g., install new circuits, run new wire, install new breakers
- Renew plumbing components, e.g., clean sewer lines, replace fixtures
- Assemble and install educational equipment
- Repair doors, windows and vents
- Repair masonry structures
- Assist with custodial or maintenance duties

Other Duties and Responsibilities:

- Maintain all safety and code requirements of the federal, state, and local board of education guidelines
- Order and account for material and labor relative to assignments
- Maintain the inventory of district-owned hand tools, equipment, hardware, materials and supplies
- Conduct routine and periodic inspections of school and facilities as part of a preventative maintenance program
- Assist in the control of all maintenance and custodial tools and supplies
- Ensure the care, condition, appearance, repair, or replacement of all physical equipment, buildings, facilities and grounds
- Complete paperwork as necessary
- Perform other duties as assigned by the Buildings and Grounds Supervisor

Qualifications:

- High school diploma or equivalent
- Experience or knowledge of all building trade skills
- Valid driver's license
- Alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills
- Basic understanding of electricity, plumbing, carpentry, roofing and glazing
- Training in the proper care and storage of chemicals, e.g., hazards communication training
- Ability to read and understand verbal and written instructions, written warnings, and labels
- Basic understanding of electricity, plumbing, welding, carpentry, roofing, and glazing
- Ability to operate machinery
- Ability to distinguish colors for electrical wiring purposes
- Training in OSHA/PERRP rules and regulations

Equipment Operated:

- Pickup truck
- Carpentry tools
- Electrical tools
- Various hand tools and power tools

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids and tissue
- Occasional operation of a vehicle in inclement weather conditions, i.e., must be prepared to come to school on

all scheduled work days except calamity days

- Occasional evening/weekend work
- Frequent travel between buildings and to get supplies
- Occasional repetitive hand motion, e.g., use of hand tools
- Frequent requirement to work near moving mechanical parts, e.g., drill press, circular saw, table saw, hand tools
- Occasional requirement to work in high places
- Occasional exposure to fumes, airborne particles, toxic, dangerous, or caustic chemicals, e.g., chlorine, asbestos, welding dust
- Occasional exposure to loud noises, e.g., power tool