



FORZA Education Management

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JOB DESCRIPTION

MAINTENANCE

Position	Reports To	Position Type
Maintenance	Principal & RVPs	Salary
Work Schedule	Salary Schedule	Last Updated
12-Month Position	Bi-weekly	December 2023

The maintenance team is responsible for keeping assigned buildings clean, safe, functional and secure in accordance with the prescribed codes and established school policies and standards. Maintenance personnel must maintain all assigned buildings in a state of operational excellence such that they present no interruptions, distractions, or obstacles to education programs.

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 independently and reviewed through results obtained.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Scrubs, mops, waxes floors; dusts and polishes furniture, washes windows, woodwork, toilets, blinds, washrooms, fixtures and related items.
- Empties waste baskets as needed throughout the day which includes during lunch periods; takes trash to designated areas for disposal.
- Provides services as necessary to support curricular and extracurricular events and activities. **(This may require additional time spent above and beyond the typical workday. This is a salary position and overtime is not applicable. A stipend may be offered for an extensive amount of additional time spent)**
- Maintains inventory of maintenance supplies and equipment.
- 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 administration 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/work related records 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.
- Assist visiting members of the public who are utilizing the facilities.
- Project a positive image for the school, whenever the public, guests, or visitors are in the building.
- Restock disposal maintenance items and keeps track of inventory.
- Clean and preserve designated spaces, equipment, furniture, etc., in the building.
- May participate in general building upkeep such as painting and removal of graffiti from exterior and interior structures.
- Work closely with the administration to be prepared for scheduled evening activities and unscheduled events as needed.
- Work closely with the administration to identify and schedule work to be performed during extended school breaks.
- Performs related work as required.

DAILY DUTIES AND RESPONSIBILITIES:

- Perform general cleanup—any and all incidents as they arise.
- Inspect entrances and sidewalks for damage, clutter/dirt, malfunction, or other hazards.
- Vacuum all entrance mats, outside mats, and clean sidewalk up to 10 feet from entrance.
- Wet mop inside of entrances if wet or in bad condition.
- Machine vacuum all carpeted corridors, walkways, and 10 feet in from doorway of each room as needed through the day.
- Extract soiled areas, remove all spots and gum on carpets and floors as needed.
- Empty all trash cans and place trash in dumpsters as needed (rinse or wash if needed).
- Remove all marks from walls daily.
- Replace defective light bulbs as needed.
- Wash all main entrance windows as needed.
- Thoroughly clean all surfaces in restrooms as needed throughout the day.
- Clean all drinking fountains throughout the day.
- Clean all equipment after use (e.g., mop buckets and custodian's service sink).
- Turn in any items or articles found to the Lost and Found Department.
- Check entire area for vandalism and report to administration.
- Assist other employees with cleanup after events and activities.

WEEKLY DUTIES AND RESPONSIBILITIES:

- Sweep under all entrance mats (both inside and outside).
- Wet mop tiled areas as needed throughout the week.
- Wash and dust all desktops, chairs, and furniture according to schedule.
- Wash display case glass, if needed.
- Check the furniture once a week for breakage and either repair it or report it to administration.
- Check all playground equipment for damage or unsafe conditions and inform administration of repair needs.

MONTHLY DUTIES AND RESPONSIBILITIES:

- Vacuum or clean all intakes and exhaust ventilating louvers in ceiling of every room.
- Check mulch areas and access when new mulch is needed.
- Clean and organize all storage rooms.

WINTER, SPRING BREAK & SUMMER DUTIES AND RESPONSIBILITIES:

- Light-scrub and re-wax all hard tile floors. Strip, if needed.
- Extract carpeted rooms as needed.
- Extract entrance mats. (Replace as needed)
- Wash all desktops, doorknobs and lightly dust all rooms.
- Wash inside and out of all windows.
- Scrub floors and clean all walls and partitions in restrooms.
- Clean and paint walls as needed.
- Clean and wash buses.
- Make sure all sinks, urinals, and stools are cleaned (in, under, and around).
- Remove all dirt from lights and high dust everything.
- Wash all doors and frames. Pay special attention to lock assembly.
- Remove and dispose of trash and debris in gutters and on roofs.
- Spread mulch around designated areas.
- Completely clean all fixtures, furniture, ceiling, walls, and floors.

TYPICAL MINOR MAINTENANCE DUTIES AND RESPONSIBILITIES:

The list below identifies some of the typical maintenance activities that maintenance personnel are responsible for:

- Replace defective lamps (lighting fixtures, exit lamps, etc.)
- Repair furniture including desks and chairs, bookcases, cabinets, etc.
- Repair/replace damaged cafeteria tables.
- Replace ceiling panels, AC filters etc.
- Repair simple plumbing leaks in faucets, sinks, etc.
- Remove minor drain blockages in sinks, water coolers, etc.
- Replace damaged commode seats.
- Clean restroom exhaust fans. Install/repair paper towel, toilet paper and soap dispensers.
- Hang pictures, maps, projection screens, etc.
- Reset clocks after seasonal time changes and power outages.
- Simple lock and hardware repairs for doors and windows, door closers, etc.
- Simple touchup painting (with prior approval from administration).
- Monitor HVAC equipment, thermostats, etc. and reset controls when needed.
- Remove and dispose of trash and debris in gutters and on roofs.
- Repair playground equipment, fences, and other outdoor equipment.
- Preventive maintenance and repair of custodial equipment such as wet and dry vacuum machines, floor machines, etc.

MINIMUM REQUIRED 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.