

# **Columbia Academy**

## **Job Description**

### **Maintenance Worker**

*Columbia Academy is associated with churches of Christ and governed by religious tenets. The Academy complies with all applicable federal and state nondiscrimination laws and does not engage in prohibited discrimination on the basis of race, religion, sex, age, color, national or ethnic origin, or disability in the administration of its employment practices.*

**TITLE:** MAINTENANCE WORKER  
**REPORTS TO:** DIRECTOR OF FACILITIES  
**PAYROLL STATUS:** HOURLY NON-EXEMPT, FULL-TIME, TWELVE MONTH  
**TYPICAL HOURS:** 6:00 – 2:30 WITH A 30-MINUTE LUNCH BREAK

**PURPOSE AND SCOPE OF THE POSITION**

The Maintenance Worker reports to the Director of Facilities and assists in the overall operation and upkeep of Columbia Academy facilities. The Maintenance Worker performs maintenance and repairs to help ensure that all students, staff and the community are provided a safe, clean, attractive and healthy environment for learning and work.

**MAIN RESPONSIBILITIES AND JOB TASKS**

1. Perform general custodial, maintenance and repair tasks in a variety of areas and as assigned by the Director of Facilities and in accordance with all applicable codes and regulations.
2. Oversee and help maintain Columbia Academy's vehicles, including four traditional school buses, ten 14-passenger vehicles, a charter-style bus, and several maintenance trucks and automobiles.
3. Perform lawnmowing and weed eating on general campus grounds (not athletic facilities) as needed.
4. Perform prescribed preventative maintenance on machinery and the buildings or grounds as required.
5. Perform only those maintenance and repairs that do not require a license, or perform maintenance and repairs under the direct supervision of a licensed technician.
6. Respond to emergency situations when needed and perform necessary repairs.
7. Recommend repairs or procedures that are beyond the scope of responsibilities, skill or experience, outlining the work needed and specifications required of an outside contractor.
8. Assist in ensuring that all applicable fire, safety, health and environmental regulations and laws are observed or exceeded.
9. Operate and maintain all tools and equipment necessary to carry out job functions in a safe and operational condition.
10. Install system component parts, classroom and office equipment and facility components (e.g. lighting, heating and ventilating systems, alarms, plumbing, security, electrical panels, etc.) for the purpose of providing a safe and workable environment.
11. Make recommendations for improvement in the effectiveness and efficiency of the maintenance operations of the school.
12. Assist in making deliveries on campus, including transporting daily lunches to Preschool and Vest Hall.
13. Arrange furniture and equipment for event set up and tear down.
14. Perform outside custodial duties such as tree and limb removal and snow removal on occasion.

15. Perform any duties and responsibilities that are within the scope of employment, as assigned by the supervisors, and not otherwise prohibited by law or regulation.
16. Abide by all school policies, including, but not limited to, the faculty-staff handbook.

### **KEY COMPETENCIES**

1. The ideal Maintenance Worker shall
  - Have earned a high school diploma or its equivalent.
  - Hold and maintain a valid driver's license with no serious violations. A CDL is preferred.
  - Feel comfortable with working in a team environment or individually.
2. The Maintenance Worker must demonstrate the following skills:
  - Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community
  - Demonstrate the ability to communicate effectively in English, using appropriate grammar and vocabulary. The use of foul language will not be tolerated.
  - Demonstrate knowledge, a minimum of three years of experience, and proficiency in several areas of maintenance (plumbing, painting, carpentry, electrical, mechanical, plastering/spackling, janitorial, vehicle maintenance and field/playground maintenance)
  - Be familiar with and use all hand tools and power tools common to the skills listed and be well versed in the disciplines mentioned above
3. The Maintenance worker must demonstrate the following personal attributes
  - Have excellent integrity and demonstrate good moral character
  - Be completely honest, trustworthy and dependable
  - Display a kind and cooperative attitude at all times, particularly when in the presence of staff, students and school visitors
  - Possess cultural awareness and sensitivity
  - Be flexible
  - Demonstrate sound work ethics

### **WORKING CONDITIONS**

The Maintenance Worker may spend a significant period of time standing and using maintenance tools and equipment, which may cause muscle strain. The Maintenance Worker will need the appropriate health and strength to lift and hold items needed to perform the functions of the job. The Maintenance Worker will occasionally be exposed to dust, odors, oil, fumes and noise. Columbia Academy is a tobacco and drug free campus.