



# CANNON VALLEY Special Education Cooperative

## MAINTENANCE SPECIALIST POSITION DESCRIPTION

### SECTION I: GENERAL INFORMATION

**Position Title:**  
Maintenance Specialist

**Immediate Supervisor's Position Title:**  
Executive Director

**Job Summary:** Under the direction of the Executive Director and guidance from the Program Coordinators, the Maintenance Specialist coordinates and performs environmental service tasks, cleaning and maintenance of the school building, mechanical repairs, and support services for school activities. This position assists in providing a safe, clean learning environment for students and staff.

### SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

<b>Duty/Responsibility No:</b>	<b>1</b>	<b>Statement of duty/responsibility:</b> Coordinates all cleaning and environmental service tasks for the school building
<b>Percent of Time:</b>	<b>30</b>	

**Tasks involved in fulfilling above duty/responsibility:**

- Maintains daily work schedule for routine cleaning.
- Assigns additional tasks accordingly.
- Ensures that tasks meet quality and quantity standards.
- Plans and schedules annual heavy cleaning and maintenance for the entire building.
- Maintains cleaning supply inventory and orders as necessary
- Ensures that sidewalks and entryways are cleared of snow and ice.

<b>Duty/Responsibility No:</b>	<b>2</b>	<b>Statement of duty/responsibility:</b> Coordinates and participates in preventive maintenance and repair activities for the school building.
<b>Percent of Time:</b>	<b>35</b>	

**Tasks involved in fulfilling above duty/responsibility:**

- Coordinates maintenance of building by repairing, replacing, testing, and performing preventive maintenance on all building and mechanical systems.
- Checks daily maintenance log, assigns duties and participates with maintenance and repair functions.
- Ensures that maintenance and repair meet quality and quantity standards.
- Orders parts and hardware for maintenance and repair.
- Coordinates contacting outside vendors for assistance with repairs as required.
- Plans and schedules annual maintenance for the entire building.
- Maintains and updates records for state and federal health and safety issues.

<b>Duty/Responsibility No:</b>	<b>3</b>	<b>Statement of duty/responsibility:</b> Assists with cleaning activities in designated areas
<b>Percent of Time:</b>	<b>25</b>	

**Tasks involved in fulfilling above duty/responsibility:**

- Provides assistance with cleaning common areas, gyms, bathrooms, and other designated areas as required.
- Dusts, mops, and wet mops floors.
- Straightens tables and chairs in common areas.
- Empties trash and recyclables.

<b>Duty/Responsibility No:</b>	<b>4</b>	<b>Statement of duty/responsibility:</b> Provides security for school building according to work shift.
<b>Percent of Time:</b>	<b>5</b>	

**Tasks involved in fulfilling above duty/responsibility:**

- Checks all locks, secures building, and turns out lights in the evening.
- Turns on lights and unlocks entries and exits in the morning. Relocks as necessary during school day.
- Tracks building keys and codes issued to staff.
- Issues keys, processes key returns, inputs and deletes building security codes.

<b>Duty/Responsibility No:</b>	<b>5</b>	<b>Statement of duty/responsibility:</b> Participates in coordinating building and maintenance projects for building and grounds needs.
<b>Percent of Time:</b>	<b>5</b>	

**Tasks involved in fulfilling above duty/responsibility:**

- Attends monthly meetings with Executive Director to discuss budgets, and building/grounds needs.
- Assists with planning of upcoming projects.
- Monitors progress of project.
- Provides feedback on progress of projects to ensure successful completion of projects.
- Attends weekly meetings with building contractors, architects, and engineers during projects.

<b>Duty/Responsibility No:</b>	<b>6</b>	<b>Statement of duty/responsibility:</b> Performs other comparable duties of a like or similar nature as assigned
<b>Percent of Time:</b>		

**Tasks involved in fulfilling above duty/responsibility:**

## SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

**EDUCATION/KNOWLEDGE REQUIREMENT:** Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

<b>REQUIRED EDUCATION/TRAINING</b> (choose one)		<b>DEGREE INFORMATION:</b> Type of degree: (B.S., M.A., etc.)
	Less than high school diploma	<b>Major field of study or degree emphasis:</b>
<b>X</b>	<b>High school diploma or GED</b>	<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b> <ul style="list-style-type: none"> <li>● Knowledge of hand, power, and diagnostic tools and Equipment required for the performance of the job.</li> <li>● Knowledge of applicable laws, rules, codes and guidelines pertaining to right-to-know and custodial/facility operations.</li> <li>● Knowledge of all safety precautions applicable to trade.</li> <li>● Knowledge of preventive maintenance practices.</li> <li>● Knowledge of the application, use, and proper storage of all chemicals used in performance of the job.</li> <li>● Knowledge of hazardous waste disposal.</li> <li>● General and fundamental knowledge in the principles and general repair and maintenance procedures in such areas as mechanical, electrical, steam, air system, carpentry, and masonry or plumbing.</li> <li>● Knowledge of building structures and maintenance functions required to operate efficiently at minimal cost.</li> <li>● Knowledge of alarm systems and their operation.</li> <li>● Knowledge of cleaning techniques and materials.</li> <li>● Knowledge of district procedures and policies associated with purchasing and other administrative processes.</li> </ul>
	1 year of college	
	2 years of college	
	3 years of college	
	4 years of college	
	1st year graduate level	
	2nd year graduate level	
	Doctorate level	

**Required Work Experience in Addition to Formal Education/Training:**

Requires a minimum of three years related experience in the building maintenance, care and repair. Requires prior experience in Federal Level 4, Special Education setting.

**Required Supervisory Experience:**

<b>LICENSE/ CERTIFICATION</b>	<b>Identify licenses/certification required upon hiring:</b> <ul style="list-style-type: none"> <li>● Driver's License required</li> </ul>
<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>	<b>Skilled in:</b> <ul style="list-style-type: none"> <li>● Establishing and maintaining effective working relationships with employees, staff, vendors, and administration.</li> <li>● Planning, scheduling, prioritizing, and organizing tasks and functions for staff.</li> <li>● Leading, monitoring, prioritizing and training staff in job assignments and responsibilities.</li> <li>● Ability to work independently with minimal supervision.</li> </ul>

- Computer skills in operating of databases used while performing the job.
- Ability to use hand and power tools applicable to trade.
- Ability to use appropriate tools and diagnostic equipment to test, repair, or replace equipment.
- Ability to operate all equipment necessary in performance of the job.
- Ability to read, understand, and follow safety procedures.
- Ability to perform routine carpentry, masonry, plumbing, HVAC, electrical, preventive maintenance, or repairs.
- Ability to use a variety of cleaning techniques utilizing appropriate chemicals and cleaning equipment.
- Ability to utilize hazardous waste disposal techniques.
- Ability to constantly lift, carry, push, pull or otherwise move objects in the performance of the job.
- Ability to work overtime and be available for 24 hour on-call responsibilities

**INDIRECT SUPERVISION:**

**Number of Employees indirectly supervised:**

**Total: 1-2**

**Tasks involved in fulfilling above duty/responsibility:**

**HAZARDOUS WORKING CONDITIONS:**

The essential duties of the work are performed under various physical hazards or environmental conditions noted.

Risk of exposure to communicable disease, bloodborne pathogens, and other bodily fluids. Working with mechanical equipment poses potential risks and requires being aware of hands, limbs, and clothing in relation to moving mechanical parts to prevent injury. Chemicals used in the performance of the job pose potential risks for inhalation of fumes, chemical burns, and skin absorption. Electrical shock is a risk involved in working with electronic equipment such as tools and lighting.

The work environment involves exposure to material, equipment, and situation that requires following safety precautions and may include the use of protective equipment. The potential for risks and hazards can be significantly minimized with proper training, skills, and proper use of safety equipment and risk management procedures.

**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

Employee is required to:	Never	1-33% Occasionally	34 - 66% Frequently	66 - 100% Continuously
Stand			X	
Walk			X	
Sit		X		
Use hands dexterously				X
Reach with hands and arms			X	

<b>climb or balance</b>		<b>X</b>		
<b>Stoop/kneel/crouch or crawl</b>		<b>X</b>		
<b>Talk or hear</b>			<b>X</b>	
<b>Taste or smell</b>			<b>X</b>	
<b>Lift &amp; Carry-up to 10 pounds</b>				<b>X</b>
<b>Lift &amp; Carry-up to 25 pounds</b>				<b>X</b>
<b>Lift &amp; Carry-up to 50 pounds</b>			<b>X</b>	
<b>Lift &amp; Carry-up to 75 pounds</b>		<b>X</b>		
<b>Lift &amp; Carry-up to 100 pounds</b>	<b>X</b>			
<b>Lift &amp; Carry &gt; 100 pounds</b>	<b>X</b>			