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## Maintenance

### Employer

Arkansas City USD 470  
2545 Greenway Rd  
Arkansas City, KS 67005

### Job Description

**Position Type:** Full Time

#### Job Goal

Under the direct supervision of the Director of Maintenance, to maintain school buildings and building and grounds in orderly, neat, safe and operable condition.

#### Essential Job Functions

- Performs tasks to keep school buildings and building and grounds in orderly, neat, and clean condition
- Performs tasks to maintain buildings and grounds in safe and operable condition, such as making minor repairs to property as requested, clearing snow and ice, and related tasks.
- Inspects equipment and facilities and recommends repair or replacement action to supervisor.
- Regulates heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to ensure economical use of fuel, water, and electricity.
- Checks all building entrances/exits to ensure that they are working properly
- Opens and closes buildings and ensures that all doors and windows are closed and securely locked prior to leaving.
- Maintains motors and other mechanical equipment and ensures that such equipment receives scheduled servicing.

- Obtains equipment, tools and materials required for completion of assigned work.
- Maintains inventory of supplies, materials, equipment, and fuel, and places orders as needed to ensure the smooth and efficient operations of maintenance tasks.
- Inspects equipment and facilities and recommends repair or replacement action to supervisor.
- Prepares and maintains records to document work and repairs as requested.

### **Equipment**

Uses hand tools of trade and related power equipment, including saws, drills, routers, planers, sanders, jointers, and stationary power equipment.


### **Knowledge, Skills and Abilities**

- Knowledge of fundamental tools, materials, practices, maintenance, methods and procedures in carpentry, plumbing, and electrical trades.
- Knowledge of building code conformance standards for carpentry, plumbing, electricity, electrical installation, and repair.
- Knowledge of occupational safety and health laws and regulations.
- Ability to follow oral or written work orders from supervisor, and to coordinate work with others.
- Ability to carry out instructions furnished in written, oral or diagrammatic form.
- Ability to add, subtract, multiply and divide all units of measure.
- Ability to describe orally or in writing maintenance or repair problems as needed.
- Ability to troubleshoot, problem solve and resolve electrical or electricity issues.
- Ability to report work orally or in writing to supervisor as required.
- Ability to establish and maintain cooperative working relationships with students, staff and others contacted in the course of work.

### **Qualifications**

Profile Any combination of education and experience providing the required skill and knowledge for successful performance would be qualifying. Typical qualifications would be equivalent to:

- High School Diploma or GED equivalent

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- Successful experience in building and grounds maintenance, and repair preferred.
  - Motor Vehicle Operator's license or ability to provide own transportation.

This institution is an equal-opportunity employer.

**Application Instructions:** [Here](#)

