



Platte County

HOME OF THE PIRATES

Tradition. Pride. Vision.

General Maintenance

FLSA Status:

Non-Exempt

Qualifications:

Any combination of education, training and experience equivalent to the completion of a high school diploma.

Ability to read and understand labels, instructions, and directions as they pertain to work performance, safety, and record keeping aspects of the job.

Desire to continue career improvement by enhancing skills and job performance

Experience:

Prior experience operating and maintaining diesel, gasoline, and electrically powered motors and machinery and their attachments.

Clearances:

Criminal Justice
Fingerprint/Background
Clearance

Support Staff Salary Schedule:

Range 21

Reports to

Maintenance Supervisor

Terms of Employment

260 days, 8 hours per day, with benefits according to Board policy.

Purpose Statement

The job of the General Maintenance employee is to maintain the physical plant and grounds in a condition of operating excellence so that full educational use of them may be made at all times and to make the facilities safe and secure for all who enter.

Essential Job Functions

- Perform various maintenance tasks such as minor electrical, plumbing and facility repairs.
- Perform general labor inside and outside the physical plant including handling materials and supplies, moving equipment and operating power-driven equipment.
- Operates and maintains diesel, gasoline, and electrically powered motors and machinery and their attached implements or equipment. Attached implements include mowing machines, forklifts, hole augers, spreaders, seeders, and sprayers. Also operate and maintain cutting-grinding tools and air wrenches
- Maintain and cares for facilities in accordance with state and local safety and code requirements and Board of Education policies and administrative procedures. Assembles and installs equipment and fixtures including playground equipment, mow lawns with hand, power, or riding mower. Prunes, trims and fertilizes as needed. Collects and properly disposes of refuse.

- Works with and finishes cement, mortar, and asphalt materials in the process of constructing and maintaining walk-ways, drive-ways, and parking areas.
- Moves items for the district such as tools, equipment, appliances, machinery, furniture, fixtures, and a variety of educational and instructional materials.
- Be responsible for timely completion of work orders.
- Consistent and regular attendance is an essential function of this position.
- Required to use time clock system for clocking in and out each day they are scheduled to work. Clocking must reflect true time worked.
- Ability to work to implement the vision, mission and values of the district.

Other Job Functions

- Demonstrate the proper use & care of hand tools (such as hammers, saws, chisels, planes) and equipment (power saws, drills, rivet guns, etc.).
- Work overtime as directed.
- Attend meetings as directed.
- Demonstrate professionalism and appropriate judgment in behavior, speech, dress, and appropriate professional manner for the work setting.
- Adheres to good safety practices.
- Adheres to all district rules, regulations, and policies.
- Perform other duties as required or assigned.

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment, power and hand tools, etc.; adhering to safety practices; handling hazardous materials; and planning and managing projects.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: standard methods, materials and tools; and safety practices and procedures.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; developing effective working relationships; displaying mechanical aptitude; ability to lift 50 lbs.; ability to climb ladders up to 30'; and working under time constraints.

Physical Demands

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 15% sitting, 50% walking, and 35% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.