

**PLYMOUTH COMMUNITY SCHOOL CORPORATION  
JOB DESCRIPTION**

**JOB TITLE:** Class I – Maintenance Group Leader – Special Training

---

**EXEMPT:** No  
**SALARY LEVEL:** Per Classified Policy - Maintenance  
**LOCATION:** Service Center / High School  
**REPORTS TO:** Director of Maintenance  
**LENGTH OF WORK:** 40 hours / week (Tuesday through Saturday)  
(Saturday hours as assigned)

---

**JOB GOALS:** Work with custodial staff in maintaining a school in a safe, clean, and healthy environment for students and staff.

**ESSENTIAL FUNCTIONS** include the following. Other duties may be assigned.

1. Be familiar with and utilize maintenance manuals provided by equipment suppliers relative to proper settings, maintenance and operation of all equipment in the School Corporation, with primary focus at Plymouth High School. This includes such equipment as:
  - a. Boiler and burner operation in all schools
  - b. Air-conditioning equipment
  - c. Wall heating units
  - d. Circulation of air and water throughout buildings.
2. Diagnose electrical and mechanical problems, then make the necessary repairs as needed.
3. Diagnose plumbing problems and make repairs as needed.
4. Complete work orders as approved by the Maintenance Director.
5. Account for all tools and equipment assigned to each individual or truck.
6. Keep all tools in good working order.
7. On a routine basis, return all trucks and tractors to Transportation Department for repair and service. Add oil to crankcase if necessary.
8. Observe all laws and standards as set forth under IOSHA and AHERA.
9. Recommend the need for supplies and/or equipment to the Maintenance Director.
10. Clean classroom at Service Center.
11. Mow yards, trim grass, and keep high school and administration grounds maintained.
12. Help keep custodial supply room organized and clean.
13. Order supplies for warehouse.
14. Help keep all custodial equipment clean.

15. Assist maintenance when needed.
16. Empty trash containers at Service Center.
17. Maintain a positive relationship with staff, parents, and students.
18. Monitor pager as assigned.
19. Continual education in this job.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid state driver's license – CDL Class B

**LANGUAGE SKILLS:**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to supervisor, principal, and other employees of the organization.

**MATHEMATICAL SKILL:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**OTHER SKILLS and ABILITIES:**

Ability to operate all custodial cleaning equipment. Must possess knowledge of mechanical functions. Employee must maintain a positive relationship with other staff, parents, and students.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**While performing the duties of this job, the employee is frequently required to stand and walk; use hands to finger, handle or feel objects, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk and hear.**

**The employee must be able to lift and/or move 50 pounds repeatedly. Employee must be able to climb a 6', 12' and 14' ladder. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.**

**WORK ENVIRONMENT:**

**The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

**While performing the duties of this job, the employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, and toxic or caustic chemicals. Employee is required to work both indoors and outdoors.**

**The noise level in the work environment is usually moderate.**

**TERMS OF EMPLOYMENT:**

**Twelve months per year. Salary and benefits as per Classified Policy.**

**EVALUATION:**

**An evaluation will be done on the employee's performance after the first thirty days and then on an annual basis.**

*Revised 3/5/04*