

**PLYMOUTH COMMUNITY SCHOOL CORPORATION
JOB DESCRIPTION**

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

EXEMPT: No
SALARY LEVEL: Per Classified Policy - Maintenance
LOCATION: Plymouth Community School Corp.
REPORTS TO: Director of Maintenance
LENGTH OF WORK: 7:00 a.m. to 4:00 p.m.
8 hours / day, 5 days / week or hours as assigned by Director of Maintenance

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. Strive to provide a comfortable "living" environment for students and staff.
11. Remove snow from playgrounds, sidewalks, and parking lots of all schools prior to the arrival of parents, staff and buses.
12. Maintains security of all equipment and buildings primarily at Plymouth High School.
13. Continual education in this job.
14. Clean Alternative School classroom at Service Center.
15. Maintain a positive relationship with staff, parents, and students.

16. Clean restrooms at Service Center.
17. Clean transportation offices at Service Center.
18. Monitor pager as assigned.
19. Keep dock area clean and dock drain open at Plymouth High School.

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. Employee must maintain a positive relationship with other staff, parents, and students.

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 - operator permit

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to director, 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. Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference and volume.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk and hear.

The employee must be able to lift and/or move 80 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 to loud.

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 30 days and then on an annual basis.

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