

**Shell Knob School District
Shell Knob, Missouri**

Job Title: Maintenance

Qualifications: 1.) Demonstrated success in performing tasks of the sort listed below
2.) Ability to work with people
3.) Such additional or alternate qualifications as the Board of Education may find appropriate

Reports to: Superintendent and Principal

Job Goal: To keep all buildings safe, attractive, comfortable and at an acceptable level
of maintenance.

Performance Responsibilities:

- 1.) Keep building and premises, including sidewalks and driveways, neat and clean at all times.
- 2.) See that buildings are properly heated and ventilated and exercise economy in the use of fuel, water, and electrical current.
- 3.) See that walkways, driveways and steps are free from ice and snow.
- 4.) See that all exit doors are open and that panic bolts are working properly when the building is occupied.
- 5.) Keep all grounds free from rubbish and be responsible for cutting the grass, trimming trees and shrubs and general maintenance of the lawn and grounds around the building.
- 6.) Make such building repairs as he is capable of and report needed major repairs promptly to the principal, who will requisition for outside assistance as needed. Replacing broken window panes, repairing locks, repairing and servicing pencil sharpeners, repairing furniture, repairing minor leaks, replacing light switches and lights, and unstopping plumbing are examples of minor repairs which maintenance should be capable of performing.
- 7.) Oil, grease, and otherwise maintain, on a regular schedule, all motors and other mechanical equipment requiring such scheduled servicing.
- 8.) Be held responsible for all tools, supplies, keys, clocks and other movable property stored in and/or used in the building.
- 9.) Report immediately to the principal any damage to school property, giving whenever possible, the names of persons responsible.
- 10.) Remain on the school premises during working hours as outlined by the building principal. He shall be absent during school hours for just and sufficient causes and only with the permission of the principal.

- 11.) Assume responsibility for the opening of the building each day and for determining, before leaving, that designated windows and doors are secured and that all lights, except those left on for safety reasons, are turned off.
- 12.) Keep a running inventory of supplies and equipment.
- 13.) Requisition such needed replacements from the principal so that the building may be in the best possible condition at the opening of each school session.
- 14.) During the summer months, conduct an intensive and extensive cleaning and repairing program as scheduled by the building principal.
- 15.) Order all supplies for proper maintenance.
- 16.) Conduct a daily mail run to the post office.
- 17.) Perform all corrections and repairs as indicated on the monthly safety checklist.
- 18.) Check the playground each morning for broken glass, trash, and damaged structures or equipment.
- 19.) Be respectful to the principal and comply promptly and cheerfully to his requests, be courteous to all teachers and evidence a cooperative attitude at all times. Maintain friendly relationships with students and be courteous and helpful to visitors.
- 20.) Comply with any reasonable request made by principal and staff.
- 21.) Responsible for daily cleaning of the cafeteria.
- 22.) Maintain chlorine in the septic system and monitor this on a weekly basis.
- 23.) Submit water and septic samples to necessary state and federal agencies.
- 24.) Paint the buildings, furniture and equipment as needed or on an established maintenance schedule.
- 25.) Maintain the water gutter and drainage system. Keep them clean and operating properly.
- 26.) Prepare the facilities for extracurricular activities.
- 27.) Perform other duties as directed by the principals.