

**SAUK PRAIRIE SCHOOL DISTRICT  
JOB DESCRIPTION**

**POSITION:** Maintenance Mechanic (E)  
Lead position

**REVISED:** March 2012  
February 2017

**QUALIFICATIONS:**

1. High School diploma or equivalent
2. Technical College credits or degree in related field
3. Job related training, skills or experience; primarily in these areas
  - a. HVAC
  - b. Plumbing
  - c. Boiler
  - d. Swim pool maintenance and water chemistry
  - e. Basic electrical
4. Good communication skills and ability to maintain confidentiality
5. Basic computer skills
6. Ability to crawl in tunnels, climb ladders and scaffolding, and safely lift objects weighing 60-75 lbs. on a regular basis without assistance
7. Certified or able to obtain required training in these areas
  - a. Swim pool chemicals / Certified Pool Operator (CPO) License
  - b. Pesticide Application / Pesticide Applicator License
  - c. Herbicide Application / Pesticide Applicator License
  - d. Air conditioning

**REPORTS TO:** Buildings & Grounds Director

**SUPERVISES:** NA

**GENERAL FUNCTIONS:** To maintain the physical plant facilities in a condition of operating excellence and safety so that the District may make full use of them at all times. Under the supervision of the Buildings & Grounds Director, serve as the lead in the Maintenance Department.

**SPECIFIC DUTIES AND RESPONSIBILITIES:**

1. Leader for the maintenance crew.
2. Pool maintenance and water sampling.
3. Assist in capital improvements depending upon skill, license, and code requirements.
4. Plow snow, sand and salt parking areas and sidewalks as assigned.
5. Check and maintain heating and ventilating systems and the controls of same.
6. Maintenance of all school vehicles (cars, trucks, tractors, small engines, etc.)
7. Maintenance of irrigation systems
8. Boiler troubleshooting; repair within license and code requirements.
9. Maintain tools and keep inventory
10. Assist Buildings and Grounds Director in developing a preventative maintenance program, which includes periodic inspections and regular routines for maintaining motors, fans, pumps, vehicles, and machinery.
11. Assist in cleaning duties when needed and fill in custodial positions when a sub cannot be found.
12. Load, lift or unload supplies and equipment
13. Perform other duties as assigned by the Buildings and Grounds Director, Director of Business Services, or the District Administrator.

**TERMS OF EMPLOYMENT:** As defined in the Support Staff Handbook

**WORKING CONDITIONS:** Essential functions may require maintaining physical condition necessary for sitting, walking or standing for prolonged periods of time; near visual acuity to review written documentations; ability to hear and understand speech at normal room levels and on the telephone; manual dexterity and hand/eye coordination to operate vehicles, equipment, computers and communication devices; normal office and shop environment; exposure to extreme temperature and weather conditions; frequent trips between buildings. May need to be available beyond normal work hours for emergencies.