

**SAUK PRAIRIE SCHOOL DISTRICT
JOB DESCRIPTION**

POSITION: Maintenance Mechanic (P)

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. Valid Wisconsin driver's license
7. Ability to crawl in tunnels, climb ladders and scaffolding, and safely lift objects weighing 60-75 lbs. on a regular basis without assistance
8. Certified or able to obtain required training in these areas
 - a. Pool Certification / Certified Pool Operator (CPO) License
 - b. Private Well Water

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.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Pool maintenance and chemistry.

2. Assist in capital improvements depending upon skill, license, and code requirements.
3. Plow snow, sand and salt parking areas and sidewalks as assigned.
4. Check and maintain heating and ventilating systems and the controls of same.
5. Maintenance school vehicles and/or motorized equipment.
6. Maintenance of irrigation systems.
7. Winterize outdoor facilities.
8. Boiler troubleshooting; repair within license and code requirements.
9. Maintain tools and keep inventory of assigned area.
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. Serve as backup for other maintenance department positions.
12. Assist in cleaning duties when needed and fill in custodial positions when a sub cannot be found.
13. Load, lift or unload supplies and equipment
14. 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.

PAY CLASSIFICATION: MNT1

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.