

**SOMERS PUBLIC SCHOOLS
JOB DESCRIPTION**

TITLE: Maintainer

REPORTS TO: Supervisor Buildings and Grounds

OVERVIEW: The Maintainer is responsible for general building maintenance, specialized or semi-skilled tasks and repairs required to the grounds and buildings of the school district.

QUALIFICATIONS:

- A. High school diploma or the equivalent plus two years of building maintenance experience which includes basic carpentry, electrical, HVAC and plumbing, or an equivalent combination of education and qualifying experience substituting on a year-for-year basis. May be required to hold an E1 or HI license
- B. Knowledge of the tools, equipment, and methods of building maintenance and repair
- C. Knowledge of the work standards and safety procedures in building maintenance and repair Ability to work independently
- D. Skilled in the use of the tools and equipment of the building maintenance trade
- E. Ability to perform building maintenance safely, effectively and efficiently
- F. Ability to perform physical tasks
- G. Ability to follow oral and written instructions and communicate orally
- H. Ability to fill out forms
- I. Ability to establish and maintain effective working relationships with co-workers
- J. Must have a valid Connecticut Class 2 driver's license

DUTIES & RESPONSIBILITIES:

- A. Work involves responsibility for performing a wide variety of building maintenance and repair tasks. Responsible for making routine building maintenance and repair decisions
- B. Lays out simple projects; prepares simple view sketches; determines and estimates proper materials for purchase
- C. Selects, measures, cuts and fits materials
- D. Constructs building partitions, connects electrical wiring, makes heating system modifications, and installs water and waste pipes, pitched roofs, locks and ceramic flooring. Does concrete finishing, wall plastering, spray painting and repairing metal work through welding
- E. Measures, cuts and fits materials for rough carpentry projects including framing, using hand tools and power tools
- F. Assists electrician and installs outlets, motors, lights, switch gears and makes necessary electrical repairs, as directed
- G. Assists HVAC mechanic with various plumbing repair tasks, including sheet metal work, arc welding and brazing

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- H. Installs and/or repairs locks, makes keys. Moves furniture, hangs pictures, window shades, installs carpets and linoleum
- I. Investigates and determines source of problems on simple items such as lighting circuits, false alarms, heating/cooling equipment malfunctions, peeling paint and roof leaks
- J. Performs work in a safe manner and observes all safety procedures
- K. Uses all tools, equipment and materials responsibly and performs basic inspection and preventive maintenance prior to use
- L. Fills out job or shift report forms, as assigned using automated software hardware technology
- M. Other duties and responsibilities as assigned by the Superintendent of Schools

SALARY: Salary and fringe benefits as set forth in AFSCME Custodial Contract

SUPERVISES: NA

LENGTH OF WORK YEAR: 12 months

DATE: January 25, 2021