

SUPPORT STAFF POSITIONS
Job Description: Maintenance Mechanic
Non Exempt

TITLE: Maintenance Mechanic

DEFINITION: Under the supervision of the director of environment services, the employee will lead and participate in the performance of skilled and routine maintenance functions and activities; and to do other related work as required.

QUALIFICATIONS:

1. High School Graduate or equivalent.
2. Ability to do general maintenance on buildings and equipment.
3. General knowledge of heat plant/boiler operation and heating system.
4. General knowledge of electrical systems.
5. Such other qualifications as the board may find appropriate and acceptable.
6. Working knowledge of heating, electrical, plumbing and construction.

REPORTS TO: Director of Environmental Services

DUTIES:

1. Perform daily rounds in the assigned buildings to ensure equipment is functioning properly, i.e. pumps, boilers, motors, fans.
2. Open/unlock assigned buildings and gates.
3. Check heating systems for each school via web control program.
4. Continually perform preventative maintenance on buildings and equipment to ensure safety and proper functioning of equipment.
5. Operate heavy equipment.
6. Perform vehicle maintenance and repair (minor).
7. Perform plumbing repairs/replacement (major/minor).
8. Perform electrical repair/replacement – outlets, light fixtures, etc. (minor).
9. Perform minor construction.
10. Perform minor roof repair (numerous types).
11. Bus safety duty.
12. Snow removal.
13. Perform welding projects (MIG, TIG, ARC, Solder).
14. Torch cutting.
15. Assist in preparing athletic fields for events.
16. Assist in moving equipment.
17. Follow all District Safety Rules.
18. Clean up all work areas after completing an assigned job.
19. Display initiative in evaluating and increasing the effectiveness of the maintenance department.
20. Perform all other duties in which trained that may be required or assigned by the Director of Environmental Services.
21. The employee is held accountable for all duties of the job.

22. Be courteous in all dealings with parents, students and employees. Represent the district in a positive way, both on duty and in connection with school activities, even though the employee may not be officially on duty.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position will exert 5 to 100 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. Must have an adequate range of motion in the upper extremities.
- This type of work may involve ascending and descending ladders, stairs, scaffolding, and ramps and will involve walking or standing for extended periods and may also include crawling under buildings, crawling through attic space and climbing on to roofs.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate equipment and use hand tools, handle and work with various materials, chemicals and objects are important aspects of this job.
- Exposure to hot, cold, wet, or windy conditions caused by weather will occasionally be experienced.

Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

EMPLOYMENT TERMS: Salary and work year to be established by the superintendent of schools in accordance with the policies of the Board of Education.

EVALUATION: Performance of assigned duties will be evaluated by the Director of Environmental Services in accordance to the policies of the Board of Education.

NOTICE REGARDING WORKER COMPENSATION INJURIES:

All employees must obtain medical treatment of work-related injuries and illnesses from physicians located at either:

Regional Occupational Medical Program
2115 Stuart Street
Alamosa, CO 81101
(719)589-8110

Rio Grande Hospital Clinic
1280 Grand Avenue
Del Norte, CO 81132
(719)657-2418

In the event of a life or limb threatening emergency, the injured employee will be sent to the nearest emergency facility. Follow-up care will be provided by the designated medical provider. If an employee is treated by an unauthorized medical provider, the employee will be responsible for payment of said treatment.

In the event of an injury the employee has the responsibility to:

- Read and be fully aware of district procedures regarding medical treatment for work-related injuries and illnesses.
- Report any injury immediately to the appropriate supervisor and the Risk Manager in the administration office (852-5996).
- Report an injury in writing within four working days of the accident, as required by Colorado statute, but the sooner the report the better the recovery process will be. An employee's failure to report an injury within four working days to the employer may result in the employee losing up to one day's worth of compensation for each day's failure to report. Notifying the district within 24 hours is required to minimize worker's compensation rates.
- Fully understand that employees who are treated by an unauthorized medical provider will be responsible for payment of the treatment.
- Keep all appointments. Two appointments missed in a row will warrant closing the case. Appointments may be rescheduled with timely notification.

Whenever practicable, the district will provide an alternate duty program to facilitate an employee's return to work in the event of work-related injury or illness. The alternate duty assignments are temporary and are intended to assist recovery. All assignments will be reviewed and approved by attending physicians to ensure any restrictions are being met. A timeline will be established with the employee and medical provider to determine the length of the assignment. If the employee refuses to accept the position, he/she must be informed that worker's compensation benefits can be terminated.

I have reviewed, understand, and can fulfill the requirements of this job description.

In addition, I have read and am fully aware of the district procedure regarding medical treatment for work-related injuries and illnesses.

Signature _____ Date _____

Policy GDAT-R approved by Board of Education: 06/26/08

Monte Vista School District No. C-8, Monte Vista, Colorado