

**TAKINI SCHOOL
POSITION DESCRIPTION**

POSITION TITLE: Maintenance Worker

SUPERVISOR: Facilities Supervisor

POSITION RESPONSIBILITIES:

1. Works closely with the Facilities Supervisor in coordinating preventive maintenance of school housing, complete work orders and plan projects.
2. Performs various tasks in carpentry, plumbing, electrical and masonry projects as needed.
3. Maintains equipment and tools to keep in good working order.
4. Shovels snow from walks and spreads salt on walks to prevent ice buildup.
5. Performs interior and exterior painting as needed.
6. Assists in with mowing, water lawns, repairs, etc.
7. Works cooperatively with tenants and staff.
8. Checks out tenants upon vacating houses.
9. Works with utility companies.
10. Inspects housing and grounds area to watch for correct unsafe conditions.
11. Identifies supply and material needs as needed.
12. Schedules periodic insecticide/pesticide spraying for houses when needed.
13. Arranges to take care of emergencies resulting from break-ins, vandalism, accidents and other damages.
14. Normally works a day shift but may be required to work overtime and odd hours in emergency situations.
15. Performs other duties as assigned which are in scope of the job.

QUALIFICATIONS:

1. High School Diploma or GED required with three (3) years related experience.
2. Must have good working knowledge of all aspects of facilities maintenance.