



Job Description

Diocese of Charlotte

POSITION TITLE: School Maintenance Person
DEPARTMENT: St. Matthew Catholic School
REPORTS TO: Principal
FLSA: Non-Exempt

POSITION SUMMARY: Performs maintenance and minor repair, or oversees the maintenance and repair of school facilities; submits reports of maintenance issues and completed work; assists in the planning and oversight of seasonal maintenance activity; ensures school equipment, buildings and grounds are maintained in a clean, orderly and safe condition.

ESSENTIAL FUNCTIONS:

1. Confers with and keeps the Principal informed on matters related to the overall health, safety, security and operating conditions of school facilities; assists during safety drills.
2. Ensures school facilities are maintained in keeping with established standards of safety, orderliness and operating conditions.
3. Inspects common areas and restrooms; ensures adequate supplies are available and restocks supplies as needed.
4. Performs general repairs of the type requiring general hand tools.
5. Performs minor maintenance and troubleshooting of electrical and plumbing systems, including but not limited to changing light bulbs and ballasts, clearing clogged drains, and all other maintenance that does not require a tradesman's license.
6. Assists in the planning and oversight of seasonal maintenance activity.
7. Performs inside services which include but are not limited to lunch room setup; assists the Cafeteria Manager with food deliveries; performs meeting/function setup and tear down throughout the school, and removes trash; moves furniture and other items as requested by the Principal.
8. Performs outside services which include but are not limited to placing and removing traffic barriers, picking up debris from the grounds, and general playground upkeep;
9. Provides reports to the Principal, including all Health and Safety inspection reports performed by outside agencies.
10. Ensures all maintenance personnel work areas and/or offices are maintained in a safe and neat manner at all times.



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OTHER RESPONSIBILITIES:

11. Performs other tasks as assigned by the principal and/or required by the MACS Maintenance Coordinator.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

Knowledge and experience with the methods, materials and equipment related to the general maintenance of school facilities, the ability to perform light carpentry, electrical and plumbing maintenance and repair; work cooperatively with others; oversee the maintenance and repair work of contract or seasonal workers; prepare and submit reports using automated communications equipment.

WORKING ENVIRONMENT:

Position requires occasional work in the evenings and on weekends, and on-call availability for after-hours emergencies at the school.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Position requires the ability to lift/carry up to 50 lbs.; use ladders and stairs throughout the workday, and work in tight spaces (under sinks/counters, etc.); withstand prolonged periods of standing and walking.