

MAINTENANCE APPRENTICE (SKILLED)

QUALIFICATIONS:

1. High school diploma.
2. Physical ability to perform assigned job duties.
3. Must possess a CDL (Chauffeur Driver's License).
4. Demonstrated aptitude or competence for assigned responsibilities
5. Possesses a working knowledge of building maintenance, mechanical functions, carpentry, roofing, electricity, refrigeration.
6. Ability to work with computers.
7. Must be able to distinguish colors correctly.
8. Such alternatives to the above qualifications as the Board and the Joint Apprenticeship Committee may find appropriate and acceptable.

REPORTS TO: Maintenance Supervisor, Director of Building and Grounds,

SUPERVISES: None

JOB GOAL: Maintenance of all properties owned by the (School District) Board of Education in an efficient, economical manner.

PERFORMANCE RESPONSIBILITIES:

Duties include, but are not limited to the following:

1. *Performs the following services, in a safe, efficient manner, under the direction and or oversight of a Maintenance Journey Person:
 - a. carpentry
 - b. plumbing
 - c. fitting
 - d. refrigeration
 - e. glass and glazing
 - f. roof repairs
 - g. hardware
 - h. wiring and electrical
 - i. motors and switches
 - j. other services as assigned by the proper authorities.
2. *Is able to determine what is needed to complete assigned tasks and skillfully and efficiently uses time and resources to execute those tasks.
3. *Is available for any work assignment as deemed necessary to resolve maintenance and/or operational problems within the District.
4. *Possesses knowledge of safe work habits and practices same.
5. *Reports to the proper authority any unsafe or dangerous conditions existing on school properties or within the buildings and any irregular use of buildings and grounds.
6. Presents a record of work accomplished daily.
7. Reports in and out to the proper person (building secretary or administrator) when work is to be performed within that building or on the grounds.
8. Continually attempts to increase his/her skills and is knowledgeable about updated equipment and methods by attending school, seminars, etc.
9. Participates on emergency work crews whenever needed.
10. Obtains work order information via the ACT 100 computer program.
11. Trains custodial staff in minor maintenance and repairs under the oversight of a Maintenance Journey Person.
12. Participates in and successfully completes the Apprenticeship Program as defined in the Joint Apprenticeship Agreement.
13. Performs other duties as assigned by the Maintenance Supervisor, Director of Building and Grounds, Custodial Supervisor, and Maintenance head.

* **Essential Job Functions**