

**MADISON COUNTY SCHOOLS**  
**Job Description**

**CLASS TITLE: SUMMER MAINTENANCE WORKER, SUMMER PAINTERS**

**REPORTS TO:** Director of Districtwide Programs

**EXEMPT STATUS:** Non-Exempt

**APPROVED:** January 14, 2016- Order #2016-1720

**BASIC FUNCTION:**

Perform unskilled mowing of grass, maintenance and repair District equipment, components and systems, including electronic, HVAC, electrical and other trades areas; perform under the close supervision of a skilled trades worker.

**REPRESENTATIVE DUTIES:**

- Perform unskilled maintenance, repair and construction of District buildings and equipment in one or more of the maintenance trades, including electronics, HVAC, electrical, plumbing, carpentry, painting, locksmithing or welding; perform duties under close supervision.
- Maintain and repair a variety of electronics equipment, components and systems, including computers, televisions, television towers, central sound systems, driver simulators and other drivers' training equipment.
- Maintain and repair a variety of heating, ventilation and air conditioning equipment, components and systems, including electronic and pneumatic controls, air handler coils, associated pneumatic accessories and air compressors; assist with the rebuilding of air conditioning compressors and with draining and flushing out boilers.
- Assist in the construction, installation, moving of and maintenance of roofs, furniture, fences, playground equipment, cabinets, shelving, chalkboards, dry-erase boards and bulletin boards; weld and braze in the repair and construction of equipment, machinery and fencing.
- Assist in the installation, repair and maintenance of gas and water lines, heating and cooling equipment, electrical outlets and irrigation system components.
- Assist in the installation, repair and replacement of carpet, floor and ceiling tiles, doors, glass, locks and closures; repair blinds and shades; install dispensers and repair or install bathroom stalls.
- Prepare surfaces for painting, mix paints, finishes and other coatings and apply to equipment, buildings, furniture and District facility structures.
- Maintain records of time, costs and materials needed in the maintenance and repair of District equipment and facilities.
- Operate a wide variety of tools and equipment used in the maintenance trades.
- Maintain regular attendance.
- Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

- Tools, equipment, methods and materials used in unskilled maintenance in at least one of the trade areas, including electronics, HVAC, electrical, plumbing, carpentry, painting or locksmithing.
- Basic record-keeping techniques.
- Shop math.
- Health and safety regulations and procedures.
- Proper methods of storing equipment, materials and supplies.
- Applicable building codes, ordinances, fire regulations and safety precautions.
- Proper lifting techniques.

### **ABILITY TO:**

- Perform unskilled work in the maintenance and repair of equipment, components, systems and facilities.
- Operate tools and equipment used in the specific trade to which assigned.
- Maintain routine records related to work performed.
- Understand and follow oral and written directions.
- Work cooperatively with others.
- Add, subtract, multiply and divide quickly and accurately.
- Meet schedules and time lines.
- Observe health and safety regulations.
- Lift objects weighing up to 80 pounds.

## **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 classification will exert 75 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.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate equipment and use hand tools, and handle and work with various materials and objects are important aspects of this job.
- Exposure to hot, cold, wet, humid, or windy conditions caused by weather may occasionally be experienced.

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

## **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma or G.E.D. Certificate as required by Kentucky law, including or supplemented by vocational course work in the assigned trades area.