

Middletown, CT Job Description

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| Classification Title | Maintenance Worker |
| Job Code | |
| Department | Board of Education |
| Union Group | AFSCME 466 |
| FLSA Status | |
| Pay Grade | |

PURPOSE OF POSITION

The purpose of this position is to maintain school grounds and athletic fields and facilities. ~~perform district-wide deliveries of equipment, materials and supplies; assist in the inspection, repair and maintenance of school playground equipment; and to plow and sand school parking lots and playgrounds. The work is performed under the direction of the Director of Facilities.~~

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- ~~Assists in maintaining and inspecting equipment.;~~ ~~Performs grounds maintenance functions on playgrounds and athletic fields.;~~ ~~Mows and fertilizes lawns and trims bushes and trees.;~~ ~~and m~~ Marks athletic fields.
- Performs set up and break down for events.
- Delivers materials and supplies for school maintenance. ~~makes other miscellaneous deliveries.~~
- Performs snow and ice removal and sanding of school lots, playgrounds and sidewalks.
- ~~Provides assistance and back up to other personnel; assumes the responsibilities of Building Superintendents as needed; assists skilled tradesmen; assists mechanic with heavy equipment.~~
- ~~Coordinates work with the Director of Facilities and other personnel.~~
- Responds to emergency situations.
- Perform other related duties as assigned.

MINIMUM JOB QUALIFICATIONS

Education and Experience

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High School diploma or equivalent. ~~with a minimum of two years experience in parks, grounds or building maintenance work or any combination of education and experience that provides equivalent knowledge, skills and abilities.~~

~~Appropriate education substitutions can be made.~~

Other

- ~~Position requires a valid Connecticut Driver's License.~~

PREFERRED QUALIFICATIONS

~~Experience in trades and Playground Certification.~~

KNOWLEDGE, SKILLS, and ABILITIES

- ~~Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and or/guidelines and/or group, rank, investigate and diagnose. Required discretion in determining and referencing such to established standards to recognize interactive effects and relationships. Ability to operate and repair a variety of maintenance equipment~~
- ~~Required the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome.~~
- Requires the ability to utilize a wide variety of reference and descriptive data and information such as regulations, blueprints, correspondence, work orders, contractor quotations, inspection reports, maintenance manuals, MSDS and general operating manuals.
- ~~Requires the ability to communicate orally and in writing with the Director of Facilities, Building Superintendents, athletic Director, tradesmen, school administration, principals, contractors, vendors and the public.~~
- ~~Requires the ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals.~~
- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently

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- Ability to Read, analyze, and interpret standards, policies, procedures, and regulations
- Ability to Handle common inquiries or complaints
- Ability to Effectively present information and respond to questions from students, faculty, staff, and visitors
- Ability to Define problems, collect data, establish facts, and draw valid conclusions
- ~~Ability to Perform mathematical computations such as addition, subtraction, multiplication, division. Calculate percent distributions, increase rates, and similar computations.~~
- Ability to Exercise good judgment and focus on detail as required by the job
- Ability to Follow oral and written instructions and procedures
- Ability to Meet schedules and deadlines of the work unit
- Ability to Communicate in English effectively orally and in writing
- Ability to Aadapt to changes in work situations and priorities
- Ability to Reason/analyze; use logic to identify and resolve problems
- Ability to Establish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- Ability to Satisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

PHYSICAL REQUIREMENTS

- ~~Requires the ability to operate equipment and machinery such as bucket loader, sand trucks, ditch witch, wood chipper, paint machine, tractor, chain saw, mowers, playground equipment requiring monitoring multiple conditions and making multiple, complex and rapid adjustments. Ability to repair complex equipment and machinery.~~
- ~~Requires the ability to coordinate eyes, hands, feet and limbs in performing coordinated movements such as maintaining equipment.~~

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~~• Tasks involve the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling and lifting, carrying, pushing, and pulling moderately heavy objects and materials, twenty to fifty pounds.~~

~~• Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, material and tasks.~~

Exerting up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

WORKING CONDITIONS

The working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

~~• Ability to work under potentially dangerous and uncomfortable conditions where exposure to environmental factors can cause discomfort and where there is a risk of injury.~~

Incumbents may be subjected to moving mechanical parts, odors, dust, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases, workspace restrictions, vibrations, chemicals, and oils.

The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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| Date created: | 03/08/15 |
| Dates revised | |

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