

BETHLEHEM AREA SCHOOL DISTRICT
Bethlehem, Pennsylvania

TITLE: M-1 General Maintenance

REPORTS TO: Assistant Supervisors of Buildings and Grounds, Operations
Manager of Buildings and Grounds, or their designee.

JOB SUMMARY: Performs a variety of duties required in the efficient, proper operation and maintenance of the school buildings, equipment, and grounds.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Drives a school district truck to make pickups and deliveries of packages, parcels, letter and materials between all schools and buildings owned and operated by the school district; sorts and wraps items to prepare them for delivery after picking them up from the post office, administration building, or any other school district building; maintains schedule of deliveries. Obtains items from post office or delivers items to post office as requested.
2. Loads and unloads trucks, moving school or cafeteria equipment, materials, supplies, and furniture as needed; obtains receipts for items delivered. Participates in and supervises the loading and unloading of supplies; obtains authorized signatures for supplies using delivery slips; takes item from stock to fill school requisitions and marks them for delivery. Unpacks items received and inspects for damage or defects.
3. Verifies accuracy of shipment by counting, weighing, or measuring items and comparing size, weight, description, and code numbers with information on invoice or packing slip and purchase order; records any damage or discrepancies in specifications.
4. Marks identifying information on items; posts quantity received in computerized inventory.
5. Communicates with vendors concerning shortages, overages, and shipment dates; verifies all supplies.
6. Stores items according to established procedures, attaching breakdown sheets to each purchase order.
7. Takes physical count of stock on hand and verifies the count with computerized inventory control totals.
8. Maintains storeroom in clean, orderly manner.
9. Cuts grass. Uses hand and power mowers and maintain equipment assigned. Assists in landscaping operations, seeding, fertilizing, watering and maintaining school grounds and athletic fields, picking up litter, paper and leaves as required. Removes snow from school sidewalks, playgrounds, and driveways, either by hand or with power equipment. Installs chains and plows on equipment as needed.

10. Operates trucks, tractors, with attachments and other machinery, such as hoists, lifts or winches.
11. Marks and lines athletic fields, prepares track and field event areas when required, including jumping pits.
12. Reports any need for repairs or malfunctioning of equipment when operating school district vehicles.
13. Keeps vehicles and equipment clean at all times by washing or polishing as needed.
14. Prepares surfaces for painting, including spackling and sanding. Paints interior and exterior structures. Responsible for maintaining safe conditions in all areas where painting is taking place. Selects paints which are most suitable for the various jobs.
15. Responsible for assuring safety on ladders or scaffolding.
16. Assures proper inventory of tools and equipment such as pans, rollers, brushes and related items.
17. Glazes windows prior to painting, when necessary.
18. Performs other duties as assigned.

QUALIFICATIONS: Knowledge and ability to operate and maintain equipment; satisfactory score on any test required; good health to perform duties; physical and emotional stamina sufficient to work effectively as a crew member; maturity and ability to deal harmoniously and effectively with other school; personnel, parents, and students; sufficient language and personal skills to perform basic tasks without close supervision; and ability to use discretion in operating within the limits of responsibilities assigned.

REQUIREMENTS: Requires a valid Pennsylvania driver's license; medical examination as per Pennsylvania law; valid criminal history check; child abuse clearance; and Federal Bureau of Investigation criminal history investigation (if necessary).

PHYSICAL DEMANDS: Ability to reach above and below the waist, to use fingers to pick, feel and grasp objects, and to use both hands for repetitive motion. Some bending and twisting of the body required. Ability to lift and/or carry supplies and/or papers weighing no more than 50 lbs. or more. Ability to mostly sit with some standing, walking/moving throughout the work environment.

SENSORY ABILITIES: Visual acuity and auditory acuity.

WORK ENVIRONMENT: Typical office environment. Subject to inside environmental conditions.

TEMPERAMENT: Must possess excellent interpersonal skills. Must be cooperative, congenial, and service oriented. Must be able to work in an environment with frequent interruptions.

COGNITIVE ABILITY: Ability to follow written and verbal directions, to read and write, to communicate effectively, to organize tasks, to handle multiple tasks, and to exercise good judgment.

SPECIFIC SKILLS: Ability to operate various office equipment. Must possess active listening skills.

CLASSIFICATION: Support staff; custodial/maintenance position; 12 month classification. Cabinet Code – A.

EVALUATION: Performance of the job will be evaluated annually in accordance with the Board's policy on evaluation.

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)