

MOKENA SCHOOL DISTRICT 159  
JOB DESCRIPTION

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**Title:** Maintenance Staff

**Minimum Qualifications:**

- Have a high school diploma or equivalent.
- Must be experienced in custodial and maintenance functions.
- Must have basic skills in electrical, mechanical, heating and cooling systems.
- Must have a valid driver's license. (see #2 under Duties)
- Must be familiar with the equipment and current system of maintenance.
- Have basic computer skills.
- Be willing to learn new skills and follow directions.
- Must be at least 18 years of age.

**Accountable to:**

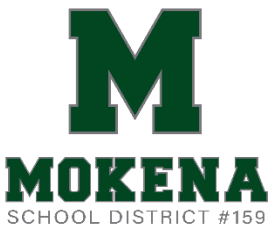
- Responsible to and evaluated by the Director of Buildings & Grounds

**Primary Objective:**

- To assist the Director of Buildings and Grounds with the management of the district-wide maintenance program to ensure the safety and well-being of students and staff.

**Essential Job Functions:**

1. Provides service on a district-wide basis, as assigned.
2. Must obtain a CDL-B within six months from hire date and act as a substitute bus driver.
3. Assist the Director of Buildings and Grounds in maintaining all district vehicles & power equipment and follow a regular schedule of servicing for each vehicle.
4. The maintenance employees will have schedules that are as flexible as possible to meet the various requests and needs of School District #159. Maintenance and Grounds duties will be performed Monday through Friday from 6:00 a.m. to 2:30 p.m. (day crew) and 3:00 p.m. to 11:30 p.m. (night crew). These schedules may be changed at the discretion of School District #159 to meet its needs.



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5. Mowing will be performed as needed at each site, including lawns. Proper mowing heights will be established and maintained in an attempt to maximize the use of mowing practices as a means of turf/grass weed control. Mower blades will be kept sharp in order to provide a neat, finished cut. In general, each site will be mowed once each week during growing seasons.
6. Refuse pick up will be done daily using facility vehicles. Broken glass or rubble must be checked for and removed daily to keep all areas safe for children. Collected refuse will be removed to an appropriate dumpsite.
7. Assists with snow removal as assigned by the Director of Buildings and Grounds.
- 8 Assists in school traffic control as assigned by Director of Buildings and Grounds.
9. Performs all such duties that relate to maintenance as assigned by the Director of Buildings and Grounds.
10. Ensures safety of all students/staff, while on school property.
11. Guards the confidentiality of all information placed in charge of this office.
12. May assist custodians with tasks at the direction of the Director of Buildings and Grounds
13. Performs such other duties as may be requested by the Director of Building and Grounds or the Superintendent of Schools and Chief School Business Official.

**Requirements:**

- Bending, carrying, climbing, must be able to travel between job sites, lifting, pushing, pulling, reaching, sitting, and standing.
- Must be able to occasionally lift, move, or push items of 50 lbs., such as assisting children or moving/rearranging furniture.
- Must be able to supervise students in all types of weather, meet multiple demands from several people, and interact with the public and other staff.



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- While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl.
- Specific vision abilities required by this job include close vision, distance vision, and depth perception.

### **Working Conditions:**

- Includes extremes of temperature and humidity
- Hazards include stairs and communicable diseases

### **Terms of Employment:**

- Twelve months per year
- Benefits per the MCSA contract