

Browning Public Schools
Board Agenda Request
Meeting To Be Held: April 11, 2017



Recognition: Students Staff Parents
Information: Building Report Old Business Superintendent's Report
Action: Resignation Hiring Contract Service Agreements
 Travel Out-of-State Travel In State Approvals
 Termination Legal Matters Other:
 This action request pertains to Elementary (only) High School/District Wide

Date: April 5, 2017

To: **John Rouse**
 Superintendent of Schools

From: John P. Rouse
Title: Superintendent

Subject: **Create Two Maintenance Assistant positions (Lane 2)**

Description: Based on the feedback that was received during our recent special facilities committee meeting and the most recent special board meeting, the administration is recommending the addition of two new maintenance positions.

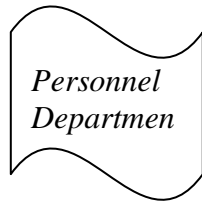
Financial Impact: \$47,652 each (Total = \$95,302 including salary, fringe, and insurance) Impact Aid Funds

Attachment(s): None

Superintendent Action: Approved Denied Deferred Initial & date: _____

Comments: _____

Board Action: N/A (Info) Approved Denied Tabled to: _____



Browning Public Schools JOB DESCRIPTION



Effective: October 22, 2002

Maintenance Assistant

Summary of Functions

Performs cleanup and trash removal from buildings and grounds and assists in maintenance work as needed. Ensures that fences and other areas are free of trash and debris so buildings and grounds are kept in a clean, safe, attractive condition. During winter conditions, provides support to custodians in snow removal and, during the summer, to groundskeepers in maintaining district grounds.

Essential Duties and Responsibilities

1. Cleanup – Removes, secures, and disposes of waste and debris from buildings and grounds including hazardous waste products in accordance with safety requirements.
2. Clothing – While on duty, wears clothing issued by the Maintenance Department for easy identification while working in district buildings and on its premises and as needed for safety purposes. Keeps such clothing clean and in good condition at employee's own expense.
3. Cooperation – Works effectively as a member of the Maintenance Department and as a district employee in carrying out departmental and district goals and objectives. Provides assistance as needed.
4. Equipment – Operates maintenance vehicles, machinery, equipment and tools as needed. Ensures that such equipment is ready for use by checking and replenishing fluid levels, performing minor repairs and notifying the supervisor as to major repairs and other work to be performed to keep such items in a safe and operational condition. Keeps assigned vehicle clean with spare parts and supplies organized and secured.
5. Meetings – Attends and participates in departmental and other meetings as required.
6. Public Relations – Establishes and maintains good relationships with co-workers, district personnel, students, parents, suppliers, contractors, and the public.
7. Reporting – Provides progress reports, verbal and written, regarding the status of uncompleted projects and other reports to the supervisor as required.

8. Safety – Observes and complies with safety rules and regulations. Assesses risks of injury and takes appropriate steps to mitigate or eliminate such risks. Uses proper safety equipment and supplies, including protective clothing, as required by such rules and regulations.
9. Snow Removal – During winter conditions, assists custodians in clearing walkways of snow and ice.
10. Support – Serves as liaison between Maintenance shop and operations, transporting equipment and supplies, performing minor maintenance including fuel and oil for (a) custodians in performing snow removal with snow blowers and other equipment, and (b) groundskeepers in mowing, trimming and water sprinkling.
11. Training - Attends training sessions, at BPS expense, as directed by the supervisor and submits to testing and licensing as a result of such training. Must complete training in “Right to Know” relating to hazardous materials at the first date offered by the district following hiring unless previously qualified. Provides training to co-workers as needed and ensures that their on-the-job training conforms to work standards and project requirements.
12. Emergencies – Responds to emergency calls for assistance relating to district facilities or maintenance operations and reports to work as needed.
13. Shop – Keeps shop and storage areas clean and well organized.
14. Shift – The Maintenance Department normally follows a Monday-Friday day shift, but individual shifts may be temporarily altered by the supervisor to after hours, nights, weekends, or early morning hours. During school, this position is a split shift consisting of early morning hours and evening hours. During school breaks, this position will follow normal Maintenance hours.
15. Common assignments
 - A. *Weather related.* Performs functions to restore district premises following disruptions caused by weather such as snow, ice, flooding, wind damage, etc.
 - B. *Moving objects.* Following appropriate training, may be temporarily assigned to assist in moving objects such as office furnishings, equipment, boxes, cabinets, etc. Wears safety belts and utilizes carts and dollies to avoid heavy lifting. Exercises care to avoid personal injury and property damage.
16. Other – Performs such other functions and assumes such other responsibilities as the supervisor may from time to time assign or delegate.

Organizational Relationships

Supervised by and reports to Director of Maintenance. May oversee temporary workers and students in performing work for the department.

Qualifications

Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

- ❑ High school diploma or equivalent
- ❑ Valid Montana driver's license
- ❑ Good communication and organization skills
- ❑ Ability to work with others and without close supervision
- ❑ Ability to handle details accurately and to achieve good quality workmanship
- ❑ Physical ability to stand for prolonged periods, walk long distances, stoop, bend and twist frequently, climb ladders, work at heights; reach above shoulder height, exert up to 60 pounds of force to lift, carry, push, pull or otherwise move objects, and work outdoors during all types of weather
- ❑ Good work habits

Desirable Qualifications – Previous successful experience in building and groundskeeping maintenance or working as a construction laborer.

Work Environment – The work environment characteristics 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.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.