

JOB PROFILE: **Utility Maintenance**
 Reports to: Manager of Maintenance Services

Classification: Facilities - Non-Exempt **Hours/Day:** 8 Hours/Day **Days/Year:** 260 Days/Year

<p><i>Purpose/Summary</i></p> <p>The Utility Maintenance Employee will assist in maintaining the District's equipment, buildings, grounds, and fields to meet the standards of North Allegheny School District.</p>
<p><i>Essential Duties and Responsibilities</i></p> <ul style="list-style-type: none"> • Assists with maintenance of District equipment such as utility vehicles, salt spreaders, riding mowers, paint sprayers, weed hackers, and excavating equipment. • Assists with maintenance of grounds and fields through mowing (ball fields, running trails, etc.), pesticide spraying, landscaping (mulching, pruning, planting, digging, sweeping, etc.) and lining/dragging fields. • Delivers bags of salt and/or other supplies and assist with snow removal when necessary. • Assists other maintenance and/or custodial employees with painting, set up for school opening events or sports set-ups, and graduation. • Completes preventive maintenance that can be performed independently on roof drains, installation of signposts, signs, painting lines and curbs, patch potholes, repair/replace signs/covers, fences that have come loose, and assists with completing playground and equipment repairs. • Capable of using basic tools and can climb a ladder to complete minor maintenance tasks (hanging pictures, replacing ceiling tile, changing light bulbs, and assists with running data/phone/cable lines) • Attends to safety matters when needed. • Updates job knowledge by participating in educational opportunities; reading technical publications. • Actively searches for solutions that can be implemented to improve daily operations, create workplace efficiency, and promote operational awareness. • Establishes and maintains working relationships to ensure projects and procedures are following District initiatives. • Maintains safe and healthy work environment by following standards and procedures, complying with legal codes and regulations. • Report issues or concerns to direct supervisors. • Other duties as assigned by the Manager of Maintenance Services or Assistant Director of Facilities, Superintendent or designee, or additional requirements due to new procedures, processes, and/or laws established year to year.
<p><i>Education and/or Experience</i></p> <ul style="list-style-type: none"> • High School Diploma or G.E.D. • Minimum two years of experience in a related field.
<p><i>Certifications, Licenses, Registrations</i></p> <ul style="list-style-type: none"> • Valid PA Driver's License • Child Abuse History Clearance • PA Criminal Record Check • FBI Fingerprint Clearance • Act 126: Mandated Reporter of Child Abuse Training through approved provider established by the Pennsylvania Department of Education • Act 168: Sexual Misconduct Abuse Disclosure Release

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Knowledge and Abilities

Knowledge of current maintenance protocols and general maintenance acuity. Knowledge of current technology for communication. Ability to manage and communicate electronically.

Academic Skills - Ability to manage and organize time to complete necessary tasks and complete duties in a timely fashion. Ability to support and assist maintenance staff with specific areas of maintenance (plumbing, electrical, carpentry, HVAC, fields, and grounds).

Language Skills – Must possess the ability to use the language in both oral and written form. Be able to communicate information and ideas clearly so others will understand. Ability to listen and be respectful, tactful, and sensitive when interacting with all stakeholders who are diverse in their academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds. Ability to read, analyze and interpret information to effectively communicate with Executive Council, the Superintendent, and key stakeholders.

Math Skills – Knowledge of arithmetic and measurements. Possesses a degree of mechanical aptitude. Able to review, measure, and estimate materials needed to complete assignments.

Technology Skills – Demonstrate competency with up-to-date computer software, including Microsoft Office Suite, Maintenance Work Order System, tablets/iPads, and the ability to monitor general maintenance settings and functions.

Reasoning Ability – Ability to think critically and problem-solve.

Other Skills and Abilities

- Must possess a high level of interest and initiative in maintaining and advancing his/her skills in the maintenance trade.
- Must be able to use cement, sheet metal, and a variety of hand/power tools, when needed.
- Must be a self-starter who independently manages his/her time and work assignments with minimal supervision on day-to-day tasks.
- Must exhibit strong interpersonal skills and the ability to be open and adjust to change quickly.
- Most possess a high level of attention to detail and maintain consistency and accuracy when providing information.
- Must maintain the ability to multi-task and manage competing priorities.
- Ability to make equitable decisions with sound emotional and independent judgment.
- Must be able to concentrate with numerous interruptions.
- Maintain effective working relationships with administrators, students, parents, staff, and the community.
- Ability to understand and facilitate needs of various personality types.
- Ability to perform duties with awareness of all District policies and professional obligations.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position is considered to be a HEAVY Physical Demand Characteristic of Work position according to the physical demands' strength rating of the Dictionary of Occupation Title, Fourth edition published by the US Department of Labor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary (S)	Light (L)	Medium (M)	Heavy (H)	Very Heavy (V)
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly or requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly or requires frequent running or climbing.	Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently or up to 20-50 lbs. constantly.

Work Environment

The work environment will vary from moderate situations such as small group, office, classrooms to large group professional settings. Most time will be spent indoors with consideration for adaptability to all weather conditions related to outdoor activities and/or travel. The employee must be able to work in air-conditioned and heated environments under florescent lighting.

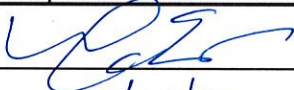
Primary Work Location

Office Environment	Shop
Classroom/Building	Vehicle
Outdoors	Travel

Physical and Non-Physical Demands Key

C - Continuously	F - Frequently	O - Occasionally	R - Rarely	N - Never
2/3 or more of the time	From 1/3 to 2/3 of the time	Up to 1/3 of the time	Less than 1 hour per week	Never occurs
Standing		C	Crawling	O
Sitting		O	Bending	F
Walking		C	Twisting	F
Lifting		C	Climbing	F
Carrying		C	Balancing	R
Pushing/Pulling		F	Vision	C
Reaching		F	Hearing	C
Handling		F	Talking	C
Fine Dexterity		C	Foot Controls	N
Kneeling		F	Teamwork	C
Crouching		F	Tedious or exacting work	F
Time Pressures		C	Noisy or distracting environment	O
Emergency Situations		O	Multi Building Travel	C
Frequent Change of Tasks		F	Climbing ladders to high places	O
Irregular Work Schedule/Overtime		O	Other (Specify):	
Multi-Tasking		C	Other (Specify):	

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

Director of Human Resources Signature	
Date of Approval	9/28/21

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