

**Window Rock Unified School District No. 8**  
**Position Description**

<b>Position Title</b>	Maintenance Worker
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**Date Revised** May, 2003  
**Status** Classified  
**Salary Level** F  
**Work Year** 12 months

**Qualifications**

- Trade school graduate or equivalent combination of formal education and additional experience in one of the trades
- Minimum of one year of maintenance work
- Ability to read and follow basic blue prints and plot charts

**Job Goal** Maintains the physical school plant in a condition of operating excellence by performing a variety of semi-skilled work in the operations, repair, alteration and maintenance of school buildings, facilities, grounds, school housing or equipment.

**Essential Duties**

- Performs a variety of carpentry, plumbing, general maintenance or other trade tasks on facilities, housing, equipment or grounds as assigned through work orders.
- Repairs or renovates locks, school equipment, heating and cooling systems, freezers, fire alarm systems, bathroom and kitchen fixtures, plumbing, window, cabinets and other equipment.
- Performs heavy labor and general maintenance work.
- Operates trucks of various sizes, power tools and other equipment.
- Repairs and services gas and sewer lines and makes emergency plumbing repairs.
- Performs routine repair work on heating and cooling systems.
- Replaces and repairs broken window glass and window frames.
- Repair leaking roofs and replaces defective roofing.
- Participates in general labor/maintenance tasks such as picking up debris, burning rubbish, cleaning gutters and drains, loading and unloading trucks, moving and hauling supplies, digging and backfilling trenches and filling fuel tanks.
- Cleans and maintains tools and equipment used in work.
- Communicates work order status to supervisor and advises on problems or incomplete work.
- Performs standby duty in order to respond to emergency or urgent calls.
- Performs other duties as assigned.

**Certificates/Licenses** Valid Arizona Drivers License required  
Certificate in a trade is preferred

**Physical Effort** Routinely requires lifting of moderately heavy items  
**Working Environment** Frequent discomforts and/or considerable risks

**Supervision Given** None  
**Supervision Received** Director of Buildings & Grounds

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The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent.

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Supervisor signature

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Date

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Employee signature

\_\_\_\_\_  
Date

Board Approved: June 18, 2003