

ASH FORK SCHOOL
Full-time LEAD MAINTENANCE POSITION
OPEN: until filled

EXPECTATION FOR ALL EMPLOYEES:

Supports the organizations mission, vision and values by exhibiting the following behaviors: excellence and competence, teamwork, innovation, respect, commitment to our community, accountability and ownership.

POSITION SUMMARY: Working with the Maintenance Supervisor, develop and implement a Preventative Maintenance (PM) Plan and Building Renewal Plan for the District. Maintain and clean the building and grounds, so as to create a clean, safe, secure and attractive environment that meets the needs of the instructional program and extra-curricular activities.

General Duties

- Receives oral or written instructions from the Maintenance Supervisor.
- Prepares a systematic approach to the cleaning, repair, and maintenance of the building, equipment, and related facilities. Creates and implements and maintain a Building Maintenance Plan
- Organizes, supervises, and participates in the cleaning, maintenance, and repair of the building and equipment. Work closely with Maintenance Supervisor on Building Renewal Plan.
- Assigns cleaning and maintenance tasks to custodians.
- Oversees and leads the cleaning of rooms, restrooms, locker rooms, offices, stairways and windows.
- Performs minor carpentry, painting, and plumbing maintenance work.
- Oversees the maintenance and repair of mechanical equipment.
- Arranges with private service firms for the overhaul and repair of equipment.
- Plans and participates in the general cleaning and maintenance work during slack periods.
- Maintains inventory of cleaning supplies, materials, and equipment.
- Orders supplies and equipment as needed.
- Trains custodians, including temporary and seasonal workers, in cleaning and maintenance activities.
- Follows all applicable safety rules and procedures.
- Reports work accomplished orally or on written work order to the Maintenance Supervisor.

Qualifications Profile

- The skills and knowledge would be generally acquired with graduation from high school and two years' experience in building cleaning and maintenance work, including responsibility for mechanical equipment repair and maintenance, and one year of supervisory experience.
- A working knowledge of building plans, including basic utilities information.
- Knowledge of building cleaning and maintenance work.
- Ability to understand and carry out instructions furnished in written, oral, or diagrammatic form.
- Ability to train and supervise custodians.
- Ability to relate to officials, staff, and public in a courteous manner.
- Ability to lift and carry objects weighing from twenty-five to fifty pounds.
- Ability to work occasionally in poor weather conditions, including heat, cold, rain, or snow.

License or Certification: Arizona Motor Vehicle operator's license and fingerprint clearance card. Will obtain CDL with passenger endorsement.

Supervised By: Receives general supervision from Maintenance Supervisor and Superintendent. Note: The above description is illustrative of tasks and responsibilities. It is not intended to include every task or responsibility which may be required. If interested you can pick up an application from Ash Fork Schools at the District Office 928-637-2561 or online at www.afjUSD.org