



Maintenance Mechanic

Department: Operations

Reports To: Maintenance Supervisor

Primary Responsibilities

- Perform general replacement, upkeep and repair of heating, ventilating, plumbing and electrical systems
- Repair and maintain building structures (walls, woodwork, doors, windows, and floors) to ensure structural stability and safety
- Maintain boilers in order to ensure a comfortable and safe environment; keep daily log of boiler room gauge readings
- Clean, maintain, and service hand tools, machinery, equipment and work area to maintain safety standards, prolong equipment life and maintain equipment availability
- Operate snow removal and road maintenance equipment to clear walkways, driveways, parking lots; roads, order road sand/salt as needed
- Maintain grounds including lawn mowing, tree and branch removal, weeding, striping parking lot, filling pot holes, etc.
- Assess fire extinguishers and emergency lighting monthly; repair as needed
- Schedule and facilitate fire drills
- Open and assess physical plant daily prior to staff arrival; lock up at day's end
- Respond in a timely manner to staff maintenance requests for moving, assembling, installing or repairing room furnishings, and cleaning spills
- Perform custodial tasks in areas not under custodial services contract, and provide custodial back-up as needed
- Prepare meeting rooms according to custodial requests
- Order custodial supplies as needed
- Provide back up transportation for students as necessary
- Maintain scheduled maintenance for fleet vehicles; perform Daily Pre-Trip Safety Check, clean interior and exterior as needed prior to use
- Assure compliance with OSHA standards and all safety codes/procedures
- Abide by all the policies and procedures of MECDDHH/GBSD and Federal/State regulations
- Respond to emergencies as necessary

Required Skills/Qualifications

- Minimum of 5 years' experience in general maintenance
- Knowledge of State and Federal laws relating to the operation of school facilities and worker safety
- Commercial knowledge of electrical, plumbing, and heating systems
- Ability to use basic power tools, including saws, drills, lawn care equipment, etc.

- Excellent verbal communication skills
- Willing to travel occasionally to other locations in Maine
- Ability to multi-task and work independently
- Willingness to obtain a CDL license with a bus driver endorsement
- Willingness to learn American Sign Language
- Current CHRC (fingerprint) certificate required

Work Environment

While performing the duties of this job, the employee may be exposed to fumes or airborne particles, moving mechanical parts and vibration. The employee is occasionally exposed to a variety of extreme conditions. The noise level in the work environment can be loud.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing all day. The employee must frequently lift and/or move items over 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Other Duties

Please note: this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.