

ARKANSAS SCHOOL FOR MATHEMATICS, SCIENCES, AND THE ARTS

JOB DESCRIPTION

POSITION: Maintenance Worker

REPORTS TO: Facilities Manager

CLASSIFICATION: Non-Exempt

PURPOSE OF POSITION:

This position provides routine maintenance on buildings and grounds to ensure a welcoming, safe, and efficient campus environment.

RESPONSIBILITIES AND PERFORMANCE STANDARDS:

Duties include, but are not limited to:

- Perform work order as assigned by Facilities Manager, including but not limited to, based on need:
 - Set up chairs/tables for scheduled meetings or class functions.
 - Minor remodel work to include sheetrock installation, door hanging, surface preparation, scraping, painting, etc.
 - Routine electrical or mechanical repairs.
 - Grounds work; mowing/weeding/trimming
 - Assist in unloading goods delivered to ASMSA when appropriate.
 - Pick up purchases at local vendors as authorized by Facilities Manager.
- Ensure tools/equipment/supplies are stored in proper location after use. Request additional hand tools when sharing is inefficient.
- Assist with janitorial duties as needed.
- Report problems to Facilities Manager that arise or become known in the course of performing routine work.
- Participate in training sessions for staff as required by OSHA.
- Submit ideas for saving money through energy conservation, increasing efficiency, and reporting waste.
- Other duties as assigned.

POSITION QUALIFICATIONS:

- High school diploma or equivalent
- Two years of general maintenance experience. Certification in trades and experience in a school setting is preferred.
- Interpersonal skills for working with maintenance staff, vendors, contractors, ASMSA staff and students.
- Ability to lift up to 50 lbs., climb ladders and maneuver in tight spaces, trouble-shoot problems and work within a team setting to complete tasks.