

*Central CUSD 301*  
*Job Description*

**Job Title: Night Maintenance Worker**

**Reports To:** Director of Facility Operations, Night Facility Operations Supervisor, Grounds Supervisor, Maintenance Lead, Principal, Assistant Principal

**Typical Work Hours:** 2:00pm-10:30pm

**Prepared By:** Dan Polowy/Esther Mongan

**Prepared Date:** Spring of 2015

**Approved By:** Superintendent

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**Function:** The Night Maintenance position was established for the purpose of maintaining a safe facility for students, staff and the public; providing mechanical equipment repairs, providing preventative maintenance on all district systems with the ability to troubleshoot different system including HVAC, electrical, and plumbing which will minimize property damage, control loss and liability exposure; ensuring that assignments are completed in a safe, proper and timely manner during evening hours.

**Qualifications:**

- High School Diploma or equivalent
- Technical School preferred (desirable)
- Physically capable of performing heavier project work
- Ability to operate equipment, i.e. floor scrubbers, carpet extractors, etc.
- Ability to work in a very fast paced and stressful environment
- Ability to meet the physical demands of facility and equipment inspection in buildings, on roofs and in the field
- Ability to work on a computer and familiar with District software available for your use
- Ability to manage all types of emergency operations in any type of weather or location within the District
- Ability to climb ladders and work from heights
- IDPH Water Operators Class 4 Certification (within 6 months of hire)
- Strong working knowledge of maintenance, custodial and grounds trades, and computer literate
- Good written and verbal communication
- Good physical condition with ability to lift 60 lbs for a distance of 100 ft
- Must possess a valid State of Illinois Driver's License
- Must pass State required physical exam and background checks

**Responsibilities:**

- Same as Custodian
- Assist Night Operations Supervisor with set-ups
- Work daytime hours during break periods
- Responsible for the upkeep and maintenance of District owned buildings
- Maintain and repair all components of the buildings and grounds including, but not limited to:
  - Boilers and other heating equipment
  - Motors, pumps and ventilation equipment
  - Air conditioning equipment
  - Electrical distribution systems and equipment

- Plumbing systems and equipment
- Kitchen equipment
- Building automation system controls (electronic, electric, and pneumatic)
- Grounds including turf and landscaping
- Security system equipment
- Lighting systems (interior and exterior)
- Window systems including glazing and screens
- Carpentry and cabinet work
- Door systems and associated hardware
- Roof systems
- Playground equipment
- Furniture and other educational equipment
- Masonry construction
- Custodial care for facilities when the need arises in situations including, but not limited to, emergency situations and/or as a substitute for absent custodians
- Processing work requisitions through verbal and computerized format
- Work with contractors who may be hired to assist the District in its maintenance program and repairs
- Ability to respond to need for emergency repairs and snow removal tasks at any hour of the day or night as the need arises 24 hours a day
- Cooperate with teachers, co-workers and administration
- Routinely inventory/restock maintenance supplies (i.e. filters, bulbs, ballasts, wall plugs, and switch plate covers, plungers, etc.) Submit requisition for same to Maintenance Foreman
- Perform maintenance/repairs such as: ballast/outlet/light switch replacement, equipment repairs, painting, handling HVAC refrigerant, performing HVAC repairs, perform electrical repairs, perform carpentry work, removal and install of carpeting, and plumbing
- Perform proper care and cleaning of equipment and tools
- Monitor and secure building door security systems, respond to building alarms, perform triage response, and perform tasks in accordance with District guidelines
- Follow District safety standards and guidelines when performing position responsibilities
- Complete work orders such as filter changes, equipment maintenance, requests made by principal/staff, etc.
- Operate computer software programs for systems such as the card access, work orders, HVAC, school calendar, bells, etc.
- Assist with snow removal performing shoveling from walks, plowing driveways and parking lots, and spread salt in these areas
- Submit recommendations to the maintenance supervisor for capital improvement projects and repairs
- Be assigned to a weekend/holiday on call roster as well as an emergency dispatch list
- Perform other duties as assigned