

## CAPE ELIZABETH SCHOOL DEPARTMENT

### Job Description

**TITLE: Maintenance Mechanic**

#### **QUALIFICATIONS:**

1. **Education/Certification:** High School diploma, or equivalent, post secondary training in maintenance field desirable. Hold a valid State of Maine Criminal History Records Check Approval.
2. **Special Knowledge/Skills:** Knowledge, understanding and demonstrated aptitude or competence in the performance responsibilities listed below; good work habits; dependability and ability to work without supervision; ability to maintain positive relations with students, school and town personnel, supervisors and citizens at all times; knowledge of chemicals, asbestos management, safety and Material Safety Data Sheets. Demonstrated aptitude or competence for carrying out basic carpentry, electrical, plumbing, roofing, painting, heating, grounds and mechanical repair. Such alternatives to the above qualifications as the Administration may find appropriate and acceptable.
3. **Experience:** Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities.

**REPORTS TO:** Director of Facilities and Transportation

**JOB GOAL:** To provide all students, and the community at large, with a safe, secure, clean, attractive, comfortable and efficient environment in which to learn, play and engage in personal growth and development.

#### **PERFORMANCE RESPONSIBILITIES:**

1. Performs routine maintenance to include carpentry, plumbing, roofing, painting, electrical, heating and mechanical repairs.
2. Performs building repairs and maintenance which do not require specific licensed authority.
3. Performs repairs and maintenance to building and equipment that may be accomplished under the direction of a licensed technician.
4. Examines buildings on a regular basis for needed repairs and maintenance. Immediately advises the Maintenance Supervisor of maintenance problems within the buildings.
5. Advises the Maintenance Supervisor as to the need for services and/or repairs by outside contractors.

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6. Performs other tasks as may be assigned by the Maintenance Supervisor and the Director of Facilities and Transportation.

**TERMS OF EMPLOYMENT:** Applicable terms of the Cape Elizabeth Education Association agreement.

**WORKING CONDITIONS:**

**Mental Demands:** calculating, comparing, editing, evaluating, interpreting, organizing, consulting, analyzing, planning, designing, documenting, specifying, coordinating, implementing, and presenting

**Physical Demands:** The physical demands listed here are representative of those that are required to successfully perform the essential functions of this job: adjusting, connecting, painting, lifting up to fifty (50) pounds, pulling, climbing stairs, writing, operating equipment, and use of ladders and scaffolding.

**Environmental Conditions:** outside, inside, slippery surfaces, microwaves, chemical exposure, biological exposure, working around moving objects or vehicles, and working alone

**EVALUATION:** The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met. The Maintenance Supervisor will perform the evaluation in consultation with the Director of Facilities and Transportation.

The Cape Elizabeth School Department expects that all employees will perform assigned duties diligently, professionally and efficiently and in compliance with all district policies and procedures as well as all federal and state laws.

**NOTE:** The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

School Board Approved: May 9, 2006  
Revised: October 9, 2012