

Job Title: Maintenance Assistant

Location: District-wide

Reports To: Director of Maintenance

FLSA Status: Non-Exempt

Work Hours: Full-Time, 12 Months per Year

Starting Salary: \$15-20/hour

Position Overview:

The **Maintenance Assistant** provides essential support to the Director of Maintenance and the Groundskeeper/Maintenance Technician by assisting with a variety of maintenance tasks in district buildings and on school grounds. This position includes performing general building repairs, assisting with groundskeeping and landscaping, handling preventive maintenance, and supporting emergency maintenance tasks as needed. The Maintenance Assistant plays a key role in maintaining safe, clean, and well-functioning facilities for students, staff, and the community.

Key Responsibilities:

- Assist the Director of Maintenance and Groundskeeper/Maintenance Technician in completing general maintenance and repair tasks on district buildings and grounds.
- Perform routine cleaning, painting, and minor repairs in classrooms, offices, and other district facilities.
- Help maintain exterior grounds, including lawn care, landscaping, and snow removal.
- Assist in the setup, takedown, and maintenance of school events and activities.
- Conduct regular inspections of district buildings and grounds, identifying maintenance needs and reporting them to the Director of Maintenance.
- Support the Groundskeeper/Maintenance Technician with equipment operation, including mowers, trimmers, and other landscaping tools.
- Perform general repair work, including replacing light bulbs, air filters, and basic plumbing or electrical repairs.
- Ensure that all tools and equipment are kept in good working order and safely stored.
- Assist in managing the maintenance inventory, ensuring supplies are stocked and organized.
- Respond to emergency maintenance requests as needed, including handling unplanned repairs and facilities issues.
- Follow all safety protocols and regulations while performing maintenance tasks.
- Perform any other duties as assigned by the Director of Maintenance or Groundskeeper/Maintenance Technician.

Qualifications:

- High school diploma or equivalent.
- Previous experience in maintenance, custodial work, or groundskeeping preferred.
- Basic knowledge of building systems (plumbing, electrical, HVAC) and grounds maintenance preferred.
- Ability to operate maintenance and groundskeeping equipment safely and effectively.
- Strong problem-solving skills and attention to detail.
- Ability to lift up to 75 pounds and perform physical tasks as needed.
- Ability to work independently and as part of a team.
- Must possess a valid driver's license, clean driving record, and reliable transportation.

Working Conditions:

- Work is performed both indoors and outdoors, with exposure to various weather conditions.
- Must be available to work evenings, weekends, or holidays as required for emergency maintenance needs or special events.
- Must pass background checks as required.

Physical Requirements:

- Ability to lift and carry up to 75 pounds.
- Ability to stand, walk, kneel, bend, and work in various positions for extended periods.
- Ability to operate hand tools, power tools, and equipment effectively.
- Ability to work in various weather conditions, including heat, cold, rain, or snow.