

CHANDLER UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

CLASSIFICATION: CUSTODIAL/MAINTENANCE/SUPPLY
TITLE: GENERAL MAINTENANCE WORKER I
CALENDAR: [GENERAL MAINTENANCE WORKER I](#)
SALARY: [GRADE 12](#)

Effective July 1, 2006, a post-offer physical and drug screening test is required for this position

Job Goal:

Maintain compliant, safe and functional school facilities, grounds and equipment

Minimum Qualifications:

- High school diploma or equivalent
- Three years of semi-skilled maintenance/craftsman experience
- Proficiency in the use of hand power tools and equipment
- Satisfactory criminal background check
- Vision and hearing adequate to exercise job responsibilities in a safe manner

Core Job Functions:

- Perform minor repairs, alterations, maintenance, construction and installations for site buildings and grounds
- Assist in the setting up and taking down of meeting rooms for school functions
- Organize and record work orders
- Maintain district furniture and custodial equipment
- Deliver equipment and supplies from district warehouses to appropriate areas
- Maintain the confidentiality of protected student and staff member information even after no longer employed
- Be flexible and performing other duties relating to general job function as assigned by supervisor
- Report safety/security hazards and needs for major repairs in an expeditious manner
- Follow district policies as outlined
- Perform all duties in a safe and prudent manner as directed by supervisors

Core Values/Professional Qualities:

- Respond to all internal and external customers, as it relates to position, in a prompt, efficient, friendly and patient manner
- Function effectively as a team member
- Be responsible, reliable and punctual
- Be flexible and adaptable to change
- Positively accept direction
- Establish and maintain courteous, cooperative working relationships with students, staff and parents
- Direct constructive criticism toward improving the district
- Exercise positive problem solving behavior and conflict resolution skills
- Adhere to the dress code appropriate to the site and job
- Share sensitive student and staff information on a need to know basis
- Be a positive role model for students

- Work with a large cross section of people in a professional and non-judgmental manner

Physical Requirements – Heavy Work

- Positions in this classification typically require: stooping, kneeling, crouching, standing, walking, sitting, finger or manual dexterity, repetitive finger motion, speaking, hearing, seeing (with correction), focusing ability, or other factors applicable for the job.
- Employee must be able to stand and walk constantly on various floor surfaces while performing various duties, including but not limited to using push/pull force of up to 50 pounds for various machines.
- Employee must stand constantly and walk frequently lifting items of various sizes, up to 30 pounds. Items over 50 pounds require a second staff member to lift.
- Employee may rarely be required to climb ladders to perform various cleaning or maintenance tasks.
- Employees may be subject to travel, fumes, odors, chemicals, bloodborne pathogens, workspace restrictions, and loud noises.
- 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.