

**PIONEER CAREER AND TECHNOLOGY CENTER  
27 RYAN ROAD  
SHELBY, OHIO 44875**

**JOB DESCRIPTION  
FOR  
MAINTENANCE/SECURITY**

**QUALIFICATIONS:** Shall demonstrate a satisfactory mastery of the duties and responsibilities of the custodial/security level. At the assignment of the Maintenance Coordinator shall complete additional training, secure and/or maintain designated credentials, certification, and/or licensure applicable to general and/or specific duties assigned.

The maintenance/security person shall continue to have cleaning duties. These duties can be reduced to allow for training and hands-on experience to increase his/her ability and knowledge in maintenance commensurate with the individual's demonstrated ability to develop new skills and additional maintenance responsibilities.

Maintenance/Security personnel shall complete all required safety and/or performance training as established by the Maintenance Coordinator

Maintenance/Security personnel shall complete all custodial responsibilities in a manner consistent with district goals to utilize cleaning methods consistent with "going green".

Maintenance/Security personnel shall attain professional skill sets to match technology advances on equipment, processes and products as established by the Maintenance Coordinator

**RESPONSIBLE TO:** Assigned Supervisor

**SPECIFIC DUTIES:**

1. Responsible to complete repairs to buildings, grounds and equipment that cannot be handled by the custodial/security personnel.
2. As assigned shall work with maintenance/technician, maintenance/security and/or custodial/security staff.
3. Maintain sufficient knowledge of all systems assigned to be able to assess malfunctions, correct said malfunctions, and/or schedule technical assistance when required.
4. Maintenance/Security personnel are responsible for but not limited to the following duties:

- A. Daily or as assigned routine inspections for primary systems of building operation, i.e. heating, cooling, compressors, water supply, electrical supply, etc.
  - ~~B.~~ Maintenance of logs on equipment/system checks as assigned by the Maintenance Coordinator
  - C. Inspection for structural and/or other damage following storms and/or other unusual conditions which might contribute to building or system failures.
  - D. Timely response to requests for clean up, assistance on mechanical/equipment failures, etc. which come from the Maintenance Coordinator and/or his/her designee.
  - E. Assumption of custodial/security duties in the absence of custodial/security personnel and/or as assigned by the Maintenance Coordinator.
  - F. Regular maintenance and/or repair of school suburban(s) school busses, school trucks, lawn and maintenance equipment, forklifts or other equipment as assigned.
  - G. Supervise and perform grounds operations for grass cutting, weed control, snow and ice removal as assigned. Maintain records for same and assist in inventory control for these operations (i.e. ice melt, etc).
5. Emergency request for spill(s) clean up or equipment malfunction shall be completed immediately upon notification from the Maintenance Coordinator and/or his/her designee
  6. Shall be subject to call at anytime an emergency exists.
  7. Shall develop technical skills sufficient to monitor building operations through electronic management (i.e. logic controls).
  8. Shall assume duties of building system(s) inspection and/or control when the building is not in normal operation, in the absence of the maintenance/technician and/or in the event of an emergency.
  9. Perform security duties as assigned by the Maintenance Coordinator.
  10. Shall oversee work of various vendors/sub-contractors as assigned.
  11. Shall oversee and/or supervise summer custodial work as assigned.
  12. Leave the grounds when necessary to pick up parts/equipment.
  13. Perform other duties as assigned by the Superintendent and/or his/her designee.