

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Maintenance II

Supervisor: Operations Administrators

FLSA Status: Non-Exempt

Employee Group: Custodial/Property Services

Qualifications:

1. High School diploma or equivalent
2. Must be physically able to perform efficiently the duties of the positions, with or without accommodations
3. Ability to work independently
4. Must possess a valid Illinois driver's license
5. Must possess a license, degree or equivalent training in at least one (1) area related to maintenance

Terms of Employment:

- Twelve (12) month contract
- 8 hours per day

Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

Duties:

1. Completes work requests submitted by district buildings
2. Working knowledge of building maintenance equipment.
3. Working knowledge of boilers, pumps and other related equipment.
4. Working knowledge of buildings mechanical systems.
5. Working knowledge of electrical equipment.
6. Working knowledge of HVAC systems.
7. Working knowledge of plumbing equipment.
8. Working knowledge of carpentry and painting.
9. Ability to interpret instructions, read blueprints.
10. Willing to work varied shifts as scheduled.
11. Maintain and clean, safe and well organized working environment.
12. Ability to recognize maintenance needs of the buildings and take initiative to undertake the task without specific directions from the administration

13. Keep current with best practices and requirements as they relate to your job assignment.
14. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.