

Cook Inlet Academy

Job Description



Job title: Maintenance Person

Department: Facilities

Reports to: Principal and School Board

Compensation: Hourly, DOE, comes with 50% tuition discount

Time: 10-15 hours / week, 12-month contract

Essential Duties and Responsibilities:

- Maintain school buildings and grounds in top condition to ensure full and productive use of all facilities
- Maintain a high standard of safety, cleanliness, and efficiency in all maintenance and repair projects
- Perform preventative maintenance, repair, and installation in connection with:
 - Electrical, plumbing, HVAC, and fire alarm systems
 - Exterior and interior of buildings
 - School grounds
- Work closely with and communicate effectively with staff and principal
- Use tools, machinery, and chemicals in a safe and appropriate manner
- Promote the safety, health, and comfort of students and staff
- Perform related duties as assigned by principal and/or school board
- Maintain compliance with all school policies and procedures
- Work overtime when required in order to prevent disruptions of school
- Contact sub-contractors as needed for maintenance and repairs
- Complete training as required
- Other duties as assigned

Education and/or Work Experience Requirements:

- Experience in building and grounds operations
- Ability to read chemical labels and procedures/policies
- Ability to initiate and complete work orders
- Valid driver's license

Physical Requirements:

- Physical exertion to manually move, lift, carry, pull, or push heavy objects or materials
- Working in tight spaces and high places
- Working indoors and outdoors year-round
- Working around dust, fumes, and odors
- Operating hand tools, power tools, man-lifts, floor buffers, and other equipment

Communication Requirements:

- Meet monthly with principal and custodian to discuss needs and goals
- Keep a written record of tasks
- Maintain preventative maintenance log

