



Maintenance Worker I

Job Description			
Position:	Maintenance Worker I	Date Created:	2/26/2025
Department:	Maintenance	Job Type:	Full-time, 12-month
Reports To:	Maintenance Supervisor	FLSA Category:	Non-exempt
Placement Schedule: Maintenance			

POSITION SUMMARY:

The Maintenance Worker I is responsible for the maintenance, service, and repair of school buildings, equipment, and grounds. The duties of the Maintenance Worker I are completed under the close supervision of more senior staff and/or a supervisor and may vary throughout each shift.

KEY RESPONSIBILITIES:

- Performs a variety of maintenance activities (carpentry, painting, general repairs) within designated project scopes and timeframes.
- Assists more senior maintenance workers with projects for the purpose of completing projects in a safe and efficient manner.
- Assists with written documentation (maintenance logs, repair status, etc.) to ensure accurate record keeping.
- Assembles/builds various items including, but not limited to furniture, carts, shelves, etc.
- Cleans gutters, downspouts, and other drain structures to prevent damage and ensure proper functionality.
- Performs basic plumbing repairs/maintenance such as snaking drains and unclogging toilets.
- May be asked to work inside or outside in varying climate conditions.
- Reports signs of damage, vandalism, or any unsafe condition to appropriate staff/leaders.
- Performs other duties as assigned.

QUALIFICATIONS:

- High School Diploma or GED (preferred).
- 0-3 years prior experience in a similar maintenance role.
- General knowledge of tools, equipment, and maintenance/repair techniques.
- Basic mathematical skills including calculating figures and amounts and units of measure.
- Strong organizational and time management skills.
- Ability to multi-task when necessary.
- Effective oral and written communication skills.
- Excellent customer service skills.
- Ability to identify problems and recommend solutions within the scope of the position.
- Ability to read, understand, and follow oral and written instructions.
- Ability to maintain strict organization and student confidentiality.

PHYSICAL DEMANDS:

- Varied activities including sitting, standing, walking, bending, lifting, crawling, climbing and reaching for extended periods of time.
- Frequent need to lift, carry, push, or pull items weighing up to 50 pounds. Periodic need to exert up to 100 pounds of force and/or perform a two-person lift on objects over 50 pounds.



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WORK ENVIRONMENT:

- Work is generally performed in a fast-paced, high volume, school/office environment.
- Must be able to tolerate varying environmental conditions including, but not limited to heat, cold, rain, etc.
- Must be able to tolerate frequent interruptions from administrators, staff members, and others.

TRAVEL REQUIREMENTS:

- Occasional travel between Haven Schools campuses may be required.

SIGNATURE:

I have received a copy of this job description and understand that if I have any questions about the responsibilities (stated or later assigned), I may ask my supervisor for clarification.

SIGNATURE: _____

DATE: _____

PRINT NAME: _____