

Job Description			
Position:	Maintenance Worker II	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 II is responsible for the maintenance, service, and repair of school buildings, equipment, and grounds. The duties of the Maintenance Worker II 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 (including preventative maintenance) that require the ability to inspect, repair, fabricate, install, service, and maintain building facilities and equipment.
- Completes written documentation (maintenance logs, repair status, daily updates etc.) to ensure accurate record keeping and compliance.
- Performs a variety of carpentry duties such as new construction, remodeling, fabrication, and assembly.
- Reads and interprets blueprints, sketches, and diagrams.
- Oversees inventory of parts, tools, and equipment and maintains proper quantities and general functionality.
- Responds to calls (including emergency calls) to troubleshoot and make recommendations for appropriate actions.
- Performs a variety of plumbing repairs/maintenance/inspection on interior and exterior plumbing fixtures and equipment.
- Delivers tools and equipment between locations.
- 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).
- 4-6 years prior experience in a similar maintenance role.
- Intermediate knowledge of tools, equipment, and maintenance/repair techniques.
- Intermediate 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.



Maintenance Worker II

- 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.

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: _____