



# Lansing Unified School District 469

200 East Mary Street  
Lansing, Kansas 66043  
913-727-1100  
www.usd469.net

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**Job Title:** General Maintenance Worker

**Reports to:** Maintenance Supervisor

**Purposes and Objectives of the Position:**

The General Maintenance Worker is an essential employee and maintains school buildings in top condition to ensure full and productive use of district facilities. To accomplish these tasks General Maintenance Worker must work closely with the staff and administration of USD469.

**Qualifications:**

- High School diploma or equivalent
- Vocational training or one to two years related experience or equivalent combination of education and experience
- Valid driver's license

**General Duties and Requirements:**

- Maintain school buildings in top condition to ensure full and productive use of district facilities.
- Ensure all activities conform to district guidelines.
- React to change productively and handle other tasks as assigned.
- Work independently.
- Punctuality and ability to meet strict deadlines.
- Maintain a high standard of safety, cleanliness and efficiency in all aspects of job.
- Work overtime when emergencies arise in order to prevent disruption to the schools.
- Keep information and records confidential.
- Implement and follow all district health and safety policies, including all precautions of the Blood Borne Pathogens Exposure Control Plan.
- Provide safe, attractive, comfortable and clean facilities to ensure full and productive use of district facilities.
- Communicate effectively with all members of the school district and community.
- Appropriately cooperate all equipment and machinery as required - including snow removal equipment.
- Move equipment and materials within and between school buildings.
- Maintain and keep operational all maintenance equipment and machinery.
- React to change and frequent interruptions in a positive and productive manner.

**Essential Functions:**

- Promote safety, health and comfort of all students, employees and visitors to district facilities.
- Perform maintenance, repair and installation in regards to electrical, plumbing and construction both on interior and exterior of facilities.
- Perform unskilled to semi-skilled work in all phases of crafts related to maintenance, repair, alteration and minor replacement associated with the building and mechanical needs of all district facilities.
- Perform semi-skilled carpentry, including rough-in and finished construction, repair and remodeling.

- Perform semi-skilled painting, including mixing paints and matching colors.
- Perform pre-identified or emergency glazing repairs; remove putty and broken glass; apply putty and sealants to prevent leakage.
- Perform minor maintenance work on electrical systems and equipment, sanitary plumbing pipes and fixtures and heating systems.
- Perform preventative maintenance on heating and air conditioning units.
- Perform minor maintenance or emergency repairs on various locks and door closures.
- Repair floor tiles and assist in replacement of carpet.
- Perform plumbing repairs; replace faucets, fixtures, washers and gaskets; maintain various plumbing fixtures.
- Operate and maintain a variety of specialized equipment; use a variety of hand/power tools.
- Operate fork truck/truck, pull trailer to haul machinery and district equipment, including tractors and forklifts.
- Perform other duties as assigned.

### **Physical Requirements / Environmental Conditions:**

- Work in multiple settings and travel to alternative locations
- Work in noisy and crowded environments
- Work indoors and outdoors, year-round
- Work in / around dust, fumes and odors
- Operate a variety of district vehicles
- Good physical agility which requires the following:
  - Frequent bending
  - Getting up / down from floor
  - Crawling
  - Bending
  - Stooping
  - Turning
  - Climbing
  - Balancing
  - Sitting
  - Standing
  - Walking
  - Kneeling
  - Reaching
- Physical exertion to manually move, lift, carry, pull or push heavy objects or materials up to 50 pounds, push up to 80 pounds and pull up to 125 pounds.

*The district reserves the right to modify job duties or job descriptions at any time.*

### **USD 469 Board of Education Policies**

### **Knowledge, Skills, and Abilities Required:**

- Ability to work cooperatively and constructively with others, including the ability to communicate effectively with a broad number of audiences.
- Ability to manage job responsibilities and to meet the established district outcomes.

- Ability to use necessary district-identified computer hardware and software, and other district provided technology.
- Ability to physically adapt to the compressed time schedule of a school day and year.