

PIQUA CITY SCHOOL DISTRICT

Job Descriptions

600 MAINTENANCE / CUSTODIAL

601	Building Operations Supervisor
602	Custodian
603	Groundskeeper
604	Head Custodian
605	Maintenance Helper
606	Maintenance Supervisor
607	Maintenance Worker
608	Skilled Trades – Electrician
609	Skilled Trades – Painter
610	Summer Foreman
611	Temporary or Seasonal Worker
612	Warehouse Worker

PIQUA CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title:	BUILDING OPERATIONS SUPERVISOR	File 601
Reports to:	High School Principal and Business Coordinator	
Job Objectives:	Coordinates and performs custodial and maintenance duties to protect and preserve the high school building, grounds, equipment, and furnishings. Keeps the high school principal and business coordinator informed about maintenance concerns and emerging issues.	
Minimum Qualifications:	<ul style="list-style-type: none">• High school diploma. Post-secondary training in a trade is desirable.• Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).• Documentation of a clear criminal record.• Custodial and/or building maintenance experience.• Holds or is qualified to obtain a pesticide application license.• Basic mechanical, electrical, plumbing, and carpentry skills.• Ability to interpret and apply blueprint and schematic diagram information.• Knowledgeable about building codes, accessibility guidelines, safety regulations, and environmental laws.• Knowledge of pneumatic, microelectronic, and other HVAC control systems.• Proficient in boiler operations, preventive maintenance, and repair procedures.• Valid driver's license and a satisfactory driving record as a condition of initial and continued employment.• Available to respond to building and/or service emergencies.	
Responsibilities and Essential Functions:	<p>The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none">• Supervises school custodial crews. Helps custodians meet established schedules.• Performs custodial duties. Provides for the regular and orderly removal of trash. Washes, strips, and waxes floors. Sanitizes toilet rooms. Re-supplies toilet paper, towels, soap, etc. Polishes furniture/woodwork. Washes windows.• Takes the initiative to perform routine tasks independently.• Upholds board policies and follows administrative procedures.• Promotes a favorable image of the school district.• Monitors building conditions during working hours. Recognizes when problems may be developing (e.g., unusual odors, noises, leaks, etc.). Immediately reports suspected problems and/or unsafe conditions. Maintains clear routes to fire exits.• Coordinates preparation and clean-up activities for building events.• Performs minor repairs that do not unduly disrupt the routine work schedule. Avoids disrupting building activities except during emergencies.• Monitors and regulates the building's heating and ventilating equipment.• Deals with unexpected situations (e.g., ill children, spills, broken glass, etc.).• Follows approved safety procedures to clean up injuries involving chemicals, solvents, blood, body fluids and/or body tissues. Participates in occupational safety and health training programs as directed.• Cleans, moves, and arranges furnishings, supplies, and equipment as directed.• Monitors inventories and reorders supplies to maintain reliable service levels.• Helps with the receipt of deliveries. Unloads trucks. Inspects packages for damage. Verifies quantities. Organizes and stores supplies.• Inspects HVAC equipment as directed. Maintains boiler logs. Helps prepare boilers for annual inspections and summer shutdown.• Complies with safety regulations and environmental laws. Ensures that custodial supplies are labeled and stored safely.• Prepares and submits reports, records, and inventories as directed.• Promptly documents all injuries that require medical attention.	

- Performs grounds keeping duties. Maintains and prepares equipment for storage.
- Removes snow, ice, and debris along sidewalks to public entrances.
- Picks-up and delivers equipment, materials, and other supplies as directed.
- Reports student discipline problems, vandalism, and other related concerns.
- Inspects safety equipment as directed. (e.g., emergency lights, alarm systems, ground fault protectors, etc.).
- Anticipates and is prepared for fire, health, and safety inspections.
- Acts responsibly to protect district equipment and property. Takes appropriate action during adverse weather conditions. Responds to building emergencies as requested.
- Helps deal with unexpected circumstances or pressing district needs as directed.
- Helps manage building security. Assists rental groups as directed. Directs visitors to the office. Secures the building at the end of the workday.
- Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Keeps current and shares knowledge about advances in equipment technology.
- Promotes a positive image of the custodial department. Wears appropriate work attire and maintains a neat appearance.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Articulates a clear vision and provides leadership to advance the change process.
- Promotes a positive work environment and engenders staff enthusiasm.
- Skillfully manages individual, group, and organizational interactions.
- Averts problem situations and intervenes to resolve conflicts.
- Interprets information accurately and initiates effective responses.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Organizes tasks and manages time effectively.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Supervisory
Responsibility:**

Under the direction of the high school principal and business coordinator: provides instructions and monitors assigned staff, temporary employees, and trainees. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require balancing, bending, climbing, crouching, kneeling, reaching, standing, and working at various heights.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Piqua City School District Board of Education.

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Board Approved: 2/28/02

PIQUA CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: **CUSTODIAN**

File 602

Reports to: Maintenance Supervisor

Job Objectives: Performs custodial duties to protect and preserve the school building, grounds, equipment, and furnishings. Keeps the maintenance supervisor informed about maintenance concerns and emerging issues.

Minimum Qualifications:

- High school diploma. Post-secondary training in a trade is desirable.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Documentation of a clear criminal record.
- Custodial and/or building maintenance experience.
- Holds or is qualified to obtain a pesticide application license.
- Basic mechanical, electrical, plumbing, and carpentry skills.
- Ability to read and comply with Material Safety Data Sheets (MSDS).
- Knowledge of pneumatic, microelectronic, and other HVAC control systems.
- Proficient in boiler operations and preventive maintenance procedures.
- Valid driver's license and a satisfactory driving record as a condition of initial and continued employment.
- Available to respond to building and/or service emergencies.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Checks daily to find out if a school activity requires preparation or clean up.
- Takes the initiative to perform routine tasks independently.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district.
- Monitors building conditions during working hours. Recognizes when problems may be developing (e.g., unusual odors, noises, leaks, etc.). Immediately reports suspected problems and/or unsafe conditions. Maintains clear routes to fire exits.
- Performs custodial duties. Provides for the regular and orderly removal of trash. Washes, strips, and waxes floors. Sanitizes toilet rooms. Re-supplies toilet paper, towels, soap, etc. Polishes furniture/woodwork. Washes windows.
- Performs minor repairs that do not unduly disrupt the routine work schedule. Avoids disrupting building activities except during emergencies.
- Monitors and regulates the building's heating and ventilating equipment.
- Deals with unexpected situations (e.g., ill children, spills, broken glass, etc.).
- Follows approved safety procedures to clean up injuries involving chemicals, solvents, blood, body fluids and/or body tissues. Participates in occupational safety and health training programs as directed.
- Cleans, moves, and arranges furnishings, supplies, and equipment as directed.
- Anticipates needs and replenishes consumable supplies to avoid interrupting the regular work schedule.
- Helps with the receipt of deliveries. Unloads trucks. Inspects packages for damage. Verifies quantities. Organizes and stores supplies.
- Inspects HVAC equipment as directed. Maintains boiler logs. Helps prepare boilers for annual inspections and summer shutdown.
- Complies with safety regulations and environmental laws. Ensures that custodial supplies are labeled and stored safely.
- Prepares and submits reports, records, and inventories as directed.
- Promptly documents all injuries that require medical attention.
- Performs grounds keeping duties. Maintains and prepares equipment for storage.
- Removes snow, ice, and debris along sidewalks to public entrances.
- Picks-up and delivers equipment, materials, and other supplies as directed.

- Reports student discipline problems, vandalism, and other related concerns.
- Inspects safety equipment (e.g., emergency lights, alarm systems, ground fault protectors, etc.) as directed.
- Anticipates and is prepared for fire, health, and safety inspections.
- Acts responsibly to protect district equipment and property. Takes appropriate action during adverse weather conditions. Responds to building emergencies as requested.
- Helps deal with unexpected circumstances or pressing district needs as directed.
- Helps manage building security. Assists rental groups as directed. Directs visitors to the office. Secures the building at the end of the workday.
- Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Keeps current and shares knowledge about advances in equipment technology.
- Promotes a positive image of the custodial department. Wears appropriate work attire and maintains a neat appearance.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Supervisory
Responsibility:**

Under the direction of the maintenance supervisor: provides instructions and monitors assigned staff, temporary employees, and trainees. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require balancing, bending, climbing, crouching, kneeling, reaching, standing, and working at various heights.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, odors, and wet floors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Piqua City School District Board of Education.

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age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

Board Approved: 2/28/02

PIQUA CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: **GROUNDSKEEPER**

File 603

Reports to: Maintenance Supervisor

Job Objectives: Provides technical expertise and manual skill in the care and preservation of the district's landscaped areas. Keeps the maintenance supervisor informed about maintenance concerns and emerging issues.

Minimum Qualifications:

- High school diploma. Post-secondary training in grounds management or landscaping is desirable.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Documentation of a clear criminal record.
- Holds or is qualified to obtain a pesticide application license.
- Knowledgeable about safety regulations and environmental laws.
- Ability to operate and perform routine maintenance on grounds keeping equipment.
- Ability to provide support for other maintenance/custodial activities in the district.
- Valid driver's license and a satisfactory driving record as a condition of initial and continued employment.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Checks daily to find out if a school activity requires preparation or clean up.
- Takes the initiative to perform routine tasks independently.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district.
- Anticipates weather conditions. Establishes priorities to avoid work delays. Performs routine grounds keeping activities (e.g., mows grass, fertilizes, seeds, trims trees/shrubs, etc.). Provides for the regular and orderly removal of trash.
- Monitors the grounds during working hours. Recognizes when problems may be developing (e.g., unusual odors, noises, leaks, etc.). Immediately reports suspected problems and/or unsafe conditions. Maintains clear routes to fire exits.
- Helps the maintenance supervisor develop short/long-range landscaping plans.
- Installs and/or repairs equipment. Consults with the maintenance supervisor as needed to ensure compliance with building codes and ADA accessibility standards.
- Prepares athletic fields according to the conference/league and Ohio High School Athletic Association rules and regulations.
- Performs preventive maintenance procedures on grounds keeping equipment (e.g., cleaning, checking fluid levels, adjusting belts, lubricating, replacing filters, etc.). Prepares seasonal equipment for storage.
- Keeps the maintenance supervisor informed about work progress. Avoids disrupting instructional/recreational activities except during emergencies.
- Anticipates needs and replenishes consumable supplies to avoid interrupting the regular work schedule.
- Helps with the receipt of deliveries. Unloads trucks. Inspects packages for damage. Verifies quantities. Organizes and stores supplies.
- Complies with safety regulations and environmental laws.
- Prepares and submits reports, records, and inventories as directed.
- Promptly documents all injuries that require medical attention.
- Assists with snow removal operations.
- Picks-up and delivers equipment, materials, and other supplies as directed.
- Reports student discipline problems, vandalism, and other related concerns.
- Inspects safety equipment as directed. (e.g., emergency lights, alarm systems, ground fault protectors, etc.).
- Helps deal with unexpected circumstances or pressing district needs as directed.

- Acts responsibly to protect district equipment and property. Takes appropriate action during adverse weather conditions. Responds to building emergencies as requested.
- Helps manage building security. Assists rental groups as directed. Directs visitors to the office. Secures equipment and storage facilities at the end of the workday.
- Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Keeps current and shares knowledge about advances in equipment technology.
- Promotes a positive image of the maintenance department. Wears appropriate work attire and maintains a neat appearance.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Supervisory
Responsibility:**

Under the direction of the maintenance supervisor: provides instructions and monitors assigned staff, temporary employees, and trainees. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require balancing, bending, climbing, crouching, kneeling, reaching, standing, and working at various heights.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Piqua City School District Board of Education.

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Board Approved: 2/28/02

PIQUA CITY SCHOOL DISTRICT
- JOB DESCRIPTION

Title:	HEAD CUSTODIAN	File 604
Reports to:	Maintenance Supervisor	
Job Objectives:	Coordinates and performs custodial and maintenance duties to protect and preserve the school building, grounds, equipment, and furnishings. Keeps the maintenance supervisor informed about maintenance concerns and emerging issues.	
Minimum Qualifications:	<ul style="list-style-type: none">• High school diploma. Post-secondary training in a trade is desirable.• Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).• Documentation of a clear criminal record.• Custodial and/or building maintenance experience.• Holds or is qualified to obtain a pesticide application license.• Basic mechanical, electrical, plumbing, and carpentry skills.• Ability to interpret and apply blueprint and schematic diagram information.• Knowledgeable about building codes, accessibility guidelines, safety regulations, and environmental laws.• Knowledge of pneumatic, microelectronic, and other HVAC control systems.• Proficient in boiler operations and preventive maintenance procedures.• Valid driver's license and a satisfactory driving record as a condition of initial and continued employment.• Available to respond to building and/or service emergencies.	
Responsibilities and Essential Functions:	<p>The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none">• Supervises work crews. Helps custodians meet established schedules.• Performs custodial duties. Provides for the regular and orderly removal of trash. Washes, strips, and waxes floors. Sanitizes toilet rooms. Re-supplies toilet paper, towels, soap, etc. Polishes furniture/woodwork. Washes windows.• Takes the initiative to perform routine tasks independently.• Upholds board policies and follows administrative procedures.• Promotes a favorable image of the school district.• Monitors building conditions during working hours. Recognizes when problems may be developing (e.g., unusual odors, noises, leaks, etc.). Immediately reports suspected problems and/or unsafe conditions. Maintains clear routes to fire exits.• Coordinates preparation and clean-up activities for building events.• Performs minor repairs that do not unduly disrupt the routine work schedule. Avoids disrupting building activities except during emergencies.• Monitors and regulates the building's heating and ventilating equipment.• Deals with unexpected situations (e.g., ill children, spills, broken glass, etc.).• Follows approved safety procedures to clean up injuries involving chemicals, solvents, blood, body fluids and/or body tissues. Participates in occupational safety and health training programs as directed.• Cleans, moves, and arranges furnishings, supplies, and equipment as directed.• Monitors inventories and reorders supplies to maintain reliable service levels.• Helps with the receipt of deliveries. Unloads trucks. Inspects packages for damage. Verifies quantities. Organizes and stores supplies.• Inspects HVAC equipment as directed. Maintains boiler logs. Helps prepare boilers for annual inspections and summer shutdown.• Complies with safety regulations and environmental laws. Ensures that custodial supplies are labeled and stored safely.• Prepares and submits reports, records, and inventories as directed.• Promptly documents all injuries that require medical attention.• Performs grounds keeping duties. Maintains and prepares equipment for storage.	

- Removes snow, ice, and debris along sidewalks to public entrances.
- Picks-up and delivers equipment, materials, and other supplies as directed.
- Reports student discipline problems, vandalism, and other related concerns.
- Inspects safety equipment as directed. (e.g., emergency lights, alarm systems, ground fault protectors, etc.).
- Anticipates and is prepared for fire, health, and safety inspections.
- Acts responsibly to protect district equipment and property. Takes appropriate action during adverse weather conditions. Responds to building emergencies as requested.
- Helps deal with unexpected circumstances or pressing district needs as directed.
- Helps manage building security. Assists rental groups as directed. Directs visitors to the office. Secures the building at the end of the workday.
- Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Keeps current and shares knowledge about advances in equipment technology.
- Promotes a positive image of the custodial department. Wears appropriate work attire and maintains a neat appearance.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Supervisory
Responsibility:**

Under the direction of the maintenance supervisor: provides instructions and monitors assigned staff, temporary employees, and trainees. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require balancing, bending, climbing, crouching, kneeling, reaching, standing, and working at various heights.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, odors, and wet floors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance
Evaluation:**

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Board Approved: 2/28/02

PIQUA CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: **MAINTENANCE HELPER**

File 605

Reports to: Maintenance Supervisor

Job Objectives: Assists maintenance staff with the inspection, servicing, and repair of buildings, grounds, equipment, and furnishings.

Minimum Qualifications:

- High school diploma. Post-secondary training is desirable.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Documentation of a clear criminal record.
- Multi-school or closely related building maintenance experience.
- Basic mechanical, electrical, plumbing, carpentry, and masonry skills.
- Basic knowledge of pneumatic, microelectronic, and other HVAC control systems.
- Ability to perform maintenance and repair procedures follow written and verbal instructions.
- Valid driver's license and a satisfactory driving record as a condition of initial and continued employment.
- Available to respond to building and/or service emergencies.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Checks daily to find out if a school activity requires preparation or clean up.
- Takes the initiative to perform routine tasks independently.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district.
- Monitors building conditions during working hours. Recognizes when problems may be developing (e.g., unusual odors, noises, leaks, etc.). Immediately reports suspected problems and/or unsafe conditions. Maintains clear routes to fire exits.
- Assists with the repair of structures, equipment, and furnishings as directed. Helps install equipment. Performs routine preventive maintenance activities.
- Consults with the maintenance supervisor as needed to ensure compliance with building codes and ADA accessibility standards.
- Performs routine grounds keeping activities (e.g., mows grass, fertilizes, seeds, trims trees/shrubs, etc.).
- Performs preventive maintenance procedures on grounds keeping equipment (e.g., cleaning, checking fluid levels, adjusting belts, lubricating, replacing filters, etc.).
- Keeps the maintenance supervisor informed about work progress. Avoids disrupting building activities except during emergencies.
- Anticipates needs and replenishes consumable supplies to avoid interrupting the regular work schedule.
- Helps with the receipt of deliveries. Unloads trucks. Inspects packages for damage. Verifies quantities. Organizes and stores supplies.
- Helps prepare boilers for annual inspections and summer shutdown.
- Complies with safety regulations and environmental laws.
- Prepares and submits reports, records, and inventories as directed.
- Promptly documents all injuries that require medical attention.
- Maintains and prepares equipment for storage.
- Assists with snow removal operations.
- Picks-up and delivers equipment, materials, and other supplies as directed.
- Reports student discipline problems, vandalism, and other related concerns.
- Inspects safety equipment as directed. (e.g., emergency lights, alarm systems, ground fault protectors, etc.).
- Acts responsibly to protect district equipment and property. Takes appropriate action during adverse weather conditions. Responds to building emergencies as requested.

- Helps deal with unexpected circumstances or pressing district needs as directed.
- Helps manage building security. Assists rental groups as directed. Directs visitors to the office. Secures job site at the end of the workday.
- Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Keeps current and shares knowledge about advances in equipment technology.
- Promotes a positive image of the maintenance department. Wears appropriate work attire and maintains a neat appearance.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Supervisory
Responsibility:**

Under the direction of the maintenance supervisor: provides instructions and monitors assigned staff, temporary employees, and trainees. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require balancing, bending, climbing, crouching, kneeling, reaching, standing, and working at various heights.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Piqua City School District Board of Education.

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Board Approved: 2/28/02

PIQUA CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: MAINTENANCE SUPERVISOR

File 606

Reports to: Business Coordinator

Job Objectives: Directs the delivery of district-wide maintenance and custodial services. Provides technical expertise and manual skill in the inspection, servicing, and repair of the district's buildings, grounds, equipment, and furnishings. Keeps the business coordinator informed about maintenance activities and emerging issues.

Minimum Qualifications:

- High school diploma. Post-secondary training in a trade is desirable.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Documentation of a clear criminal record.
- Strong organizational, planning, and project management skills.
- Multi-school or closely related building maintenance experience.
- Holds or is qualified to obtain a pesticide application license.
- Proficient in mechanical, electrical, plumbing, carpentry, and masonry trades.
- Ability to interpret and apply blueprint and schematic diagram information.
- Ability to interpret and comply with building codes, accessibility guidelines, safety regulations, and environmental laws.
- Holds or is qualified to obtain an asbestos hazard certificate.
- Knowledge of pneumatic, microelectronic, and other HVAC control systems.
- Proficient in boiler operations, preventive maintenance, and repair procedures.
- Valid driver's license and a satisfactory driving record as a condition of initial and continued employment.
- Available to respond to building and/or service emergencies.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Directs the effective delivery and continuous improvement of maintenance and custodial services. Takes the initiative to perform routine tasks independently.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district.
- Coordinates preparation and clean-up activities for district events.
- Regularly inspects the district's buildings, grounds, and equipment. Corrects unsafe conditions. Implements preventive maintenance programs. Develops short/long-range plans and budget recommendations for administrative approval. Prepares competitive bid specifications.
- Anticipates and is prepared for fire, health, and safety inspections.
- Administers the district's asbestos management plan. Attends training programs.
- Performs regular inspections of HVAC equipment. Maintains boiler logs. Oversees the preparation of boilers for annual inspections and summer shutdown.
- Assigns and supervises work crews. Helps work crews meet established schedules. Inspects completed repairs. Ensures compliance with all applicable building codes and ADA accessibility standards. Approves invoices for payment.
- Consults with district administrators to ensure that maintenance and custodial programs are effective. Identifies maintenance needs and prepares work orders.
- Monitors inventories and reorders supplies to maintain reliable service levels.
- Monitors compliance with safety regulations and environmental laws.
- Oversees the timely submission of reports, records, and inventories. Maintains district records for the maximum period mandated by law and/or board policy.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Participates in maintenance/custodial staff selection and orientation processes.
- Ensures the equitable distribution of workloads and extra assignments. Provides for coverage during staff absences. Approves time sheets.

- Trains maintenance/custodial staff in procedures to effectively accomplish their duties. Promotes the development of staff leadership.
- Promptly documents all injuries that require medical attention.
- Promotes a positive image of the maintenance/custodial program. Encourages teamwork and helps maintain harmonious employee relationships.
- Oversees the routine care of the district's landscaped areas and athletic fields.
- Updates snow emergency plans. Manages snow removal operations.
- Maintains grounds keeping equipment. Prepares seasonal equipment for storage.
- Coordinates the pick-up and delivery of equipment, materials, and other supplies.
- Maintains building utilization records. Assists rental groups as directed.
- Reports student discipline problems, vandalism, and other related concerns.
- Helps building principals review and revise emergency preparedness plans.
- Acts responsibly to protect district equipment and property. Takes appropriate action during adverse weather conditions. Responds to building emergencies as requested.
- Helps deal with unexpected circumstances or pressing district needs as directed.
- Helps manage building security. Directs visitors to the office. Secures the job site at the end of the workday.
- Prepares and maintains an annual equipment inventory.
- Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Builds community partnerships that enhance district programs and services.
- Keeps current and shares knowledge about advances in equipment technology.
- Participates in staff meetings and professional growth opportunities.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Articulates a clear vision and provides leadership to advance the change process.
- Promotes a positive work environment and engenders staff enthusiasm.
- Skillfully manages individual, group, and organizational interactions.
- Averts problem situations and intervenes to resolve conflicts.
- Interprets information accurately and initiates effective responses.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Organizes tasks and manages time effectively.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Supervisory
Responsibility:**

Under the direction of the business coordinator: directs, supervises, and evaluates staff as authorized by board policy, administrative regulations, and contractual agreements. Assumes responsibility for the results of duties delegated to staff.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require balancing, bending, climbing, crouching, kneeling, reaching, standing, and working at various heights.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.

- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Piqua City School District Board of Education.

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Board Approved: 2/28/02

PIQUA CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: MAINTENANCE WORKER

File 607

Reports to: Maintenance Supervisor

Job Objectives: Provides technical expertise and manual skill in the inspection, servicing, and repair of the district's buildings, grounds, equipment, and furnishings. Keeps the maintenance supervisor informed about maintenance concerns and emerging issues.

Minimum Qualifications:

- High school diploma. Post-secondary training in a trade is desirable.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Documentation of a clear criminal record.
- Multi-school or closely related building maintenance experience.
- Holds or is qualified to obtain a pesticide application license.
- Proficient in mechanical, electrical, plumbing, carpentry, and masonry trades.
- Ability to interpret and apply blueprint and schematic diagram information.
- Knowledgeable about building codes, accessibility guidelines, safety regulations, and environmental laws.
- Knowledge of pneumatic, microelectronic, and other HVAC control systems.
- Proficient in boiler operations, preventive maintenance, and repair procedures.
- Valid driver's license and a satisfactory driving record as a condition of initial and continued employment.
- Available to respond to building and/or service emergencies.

Responsibilities and Essential Functions:

The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Checks daily to find out if a school activity requires preparation or clean up.
- Takes the initiative to perform routine tasks independently.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district.
- Monitors building conditions during working hours. Recognizes when problems may be developing (e.g., unusual odors, noises, leaks, etc.). Immediately reports suspected problems and/or unsafe conditions. Maintains clear routes to fire exits.
- Repairs structures, equipment, and furnishings. Installs equipment. Performs preventive maintenance procedures.
- Consults with the maintenance supervisor as needed to ensure compliance with building codes and ADA accessibility standards.
- Keeps the maintenance supervisor informed about work progress. Avoids disrupting building activities except during emergencies.
- Anticipates needs and replenishes consumable supplies to avoid interrupting the regular work schedule.
- Helps with the receipt of deliveries. Unloads trucks. Inspects packages for damage. Verifies quantities. Organizes and stores supplies.
- Inspects HVAC equipment as directed. Maintains boiler logs. Helps prepare boilers for annual inspections and summer shutdown.
- Complies with safety regulations and environmental laws.
- Prepares and submits reports, records, and inventories as directed.
- Promptly documents all injuries that require medical attention.
- Performs grounds keeping duties. Maintains and prepares equipment for storage.
- Assists with snow removal operations.
- Picks-up and delivers equipment, materials, and other supplies as directed.
- Reports student discipline problems, vandalism, and other related concerns.
- Inspects safety equipment as directed. (e.g., emergency lights, alarm systems, ground fault protectors, etc.).
- Helps deal with unexpected circumstances or pressing district needs as directed.

- Acts responsibly to protect district equipment and property. Takes appropriate action during adverse weather conditions. Responds to building emergencies as requested.
- Helps manage building security. Assists rental groups as directed. Directs visitors to the office. Secures job site at the end of the workday.
- Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Keeps current and shares knowledge about advances in equipment technology.
- Promotes a positive image of the maintenance department. Wears appropriate work attire and maintains a neat appearance.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Supervisory
Responsibility:**

Under the direction of the maintenance supervisor: provides instructions and monitors assigned staff, temporary employees, and trainees. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require balancing, bending, climbing, crouching, kneeling, reaching, standing, and working at various heights.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Piqua City School District Board of Education.

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PIQUA CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: **ELECTRICIAN**

File 608

Reports to: Maintenance Supervisor

Job Objectives: Provides technical expertise and manual skill in the installation, inspection, servicing, and repair of electrical systems and fixtures. Keeps the maintenance supervisor informed about maintenance concerns and emerging issues.

Minimum Qualifications:

- High school diploma.
- Completion of an apprenticeship program and valid license are required.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Documentation of a clear criminal record.
- Multi-school or closely related electrical maintenance experience.
- Ability to interpret and apply blueprint and schematic diagram information.
- Ability to interpret and comply with building codes, accessibility guidelines, safety regulations, and environmental laws.
- Knowledge of pneumatic, microelectronic, and other HVAC control systems.
- Proficient in electrical system preventive maintenance and repair procedures.
- Valid driver's license and a satisfactory driving record as a condition of initial and continued employment.
- Available to respond to building and/or service emergencies.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Monitors electrical equipment. Carries out preventive maintenance activities. Cleans and lubricates moving parts. Maintains equipment logs.
- Priorities work orders. Installs, alters, and/or repairs electrical components. Replaces fixtures, circuit breakers, fuses, switches, wiring, etc. Performs tests to ensure that circuits and equipment function properly.
- Installs coaxial and/or fiber optic cables for computers and telecommunications equipment.
- Consults with the maintenance supervisor as needed to ensure compliance with building codes and ADA accessibility standards.
- Takes the initiative to perform routine tasks independently.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district.
- Helps the maintenance supervisor develop short/long-range maintenance plans.
- Helps prepare competitive bid specifications. Monitors work performed by outside electrical contractors.
- Keeps the maintenance supervisor informed about work progress. Avoids disrupting building activities except during emergencies.
- Anticipates needs and replenishes consumable supplies to avoid interrupting the regular work schedule.
- Helps with the receipt of deliveries. Unloads trucks. Inspects packages for damage. Verifies quantities. Organizes and stores supplies.
- Complies with safety regulations and environmental laws.
- Prepares and submits reports, records, and inventories as directed.
- Promptly documents all injuries that require medical attention.
- Reports student discipline problems, vandalism, and other related concerns.
- Picks-up and delivers equipment, materials, and other supplies as directed.
- Inspects safety equipment as directed. (e.g., emergency lights, alarm systems, ground fault protectors, etc.).
- Acts responsibly to protect district equipment and property. Takes appropriate action during adverse weather conditions. Responds to building emergencies as requested.

- Helps deal with unexpected circumstances or pressing district needs as directed.
- Helps manage building security. Directs visitors to the office. Secures the job site at the end of the workday.
- Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Keeps current and shares knowledge about advances in equipment technology.
- Promotes a positive image of the maintenance department. Wears appropriate work attire and maintains a neat appearance.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Supervisory
Responsibility:**

Under the direction of the maintenance supervisor: provides instructions and monitors assigned staff, temporary employees, and trainees. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require balancing, bending, climbing, crouching, kneeling, reaching, standing, and working at various heights.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance
Evaluation:**

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Board Approved: 2/28/02

PIQUA CITY SCHOOL DISTRICT
~ JOB DESCRIPTION

Title: **PAINTER**

File 609

Reports to: Maintenance Supervisor

Job Objectives: Provides technical expertise and manual skill in the painting of district facilities. Keeps the maintenance supervisor informed about maintenance concerns and emerging issues.

Minimum Qualifications:

- High school diploma. Apprenticeship program graduate is preferred.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Documentation of a clear criminal record.
- Ability to interpret and comply with building codes, accessibility guidelines, safety regulations, and environmental laws.
- Valid driver's license and a satisfactory driving record as a condition of initial and continued employment.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Priorities work orders. Inspects and prepares equipment (e.g., ladders, scaffolds, respirators, compressors, etc.). Prepares job sites. Masks and/or protects surfaces with drop clothes, plastic, tape, etc. Removes fixtures, face plates, furniture, etc
- Prepares surfaces to ensure that paint will adhere properly (e.g., wash, strip, sand, brush, patch, seal, etc.). Applies paint, stain, varnish, or other surface treatments as directed. Cleans painting equipment. Restores the job site for occupancy.
- Consults with the maintenance supervisor about the placement of signage to ensure compliance with building codes and ADA accessibility standards.
- Takes the initiative to perform routine tasks independently.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district.
- Complies with safety regulations and environmental laws.
- Keeps the maintenance supervisor informed about work progress. Avoids disrupting building activities except during emergencies.
- Anticipates needs and replenishes consumable supplies to avoid interrupting the regular work schedule.
- Helps with the receipt of deliveries. Unloads trucks. Inspects packages for damage. Verifies quantities. Organizes and stores supplies.
- Prepares and submits reports, records, and inventories as directed.
- Promptly documents all injuries that require medical attention.
- Picks-up and delivers equipment, materials, and other supplies as directed.
- Reports student discipline problems, vandalism, and other related concerns.
- Acts responsibly to protect district equipment and property. Takes appropriate action during adverse weather conditions. Responds to building emergencies as requested.
- Helps deal with unexpected circumstances or pressing district needs as directed.
- Helps manage building security. Directs visitors to the office. Secures the job site at the end of the workday.
- Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Keeps current and shares knowledge about advances in equipment technology.
- Promotes a positive image of the maintenance department. Wears appropriate work attire and maintains a neat appearance.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.

- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Supervisory
Responsibility:**

Under the direction of the maintenance supervisor: provides instructions and monitors assigned staff, temporary employees, and trainees. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require balancing, bending, climbing, crouching, kneeling, reaching, standing, and working at various heights.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance
Evaluation:**

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Board Approved: 2/28/02

PIQUA CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: **SUMMER FOREMAN**

File 610

Reports to: Maintenance Supervisor

Job Objectives: Directs the delivery of summer and/or seasonal maintenance services. Keeps the maintenance supervisor informed about assigned activities and emerging issues. *Note:* Assignments are non-binding. Duties may change without prior notice to address unexpected circumstances or pressing district needs.

Minimum Qualifications:

- High school diploma.
- Building maintenance and/or custodial training/experience.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Documentation of a clear criminal record.
- Project management, mechanical, electrical, plumbing, and carpentry skills.
- Ability to interpret and apply blueprint and schematic diagram information.
- Knowledgeable about building codes, safety regulations, and environmental laws.
- Proficient in preventive maintenance and repair procedures.
- Valid driver's license and a satisfactory driving record as a condition of initial and continued employment.
- Available to respond to building and/or service emergencies.

Responsibilities and Essential Functions:

The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Checks with the maintenance supervisor to verify work assignments. Clarifies expectations and/or addresses concerns.
- Takes the initiative to perform routine tasks independently.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district.
- Participates in seasonal/temporary staff selection and orientation processes.
- Trains assigned staff in procedures to effectively accomplish their duties.
- Supervises assigned work crews. Helps work crews meet established schedules. Inspects completed assignments. Ensures compliance with district standards.
- Ensures that assigned work crews have enough supplies complete assignments.
- Monitors compliance with safety regulations and environmental laws.
- Coordinates the pick-up and delivery of equipment, materials, and other supplies.
- Monitors building conditions during working hours. Recognizes when problems may be developing (e.g., unusual odors, noises, leaks, etc.). Immediately reports suspected problems and/or unsafe conditions. Maintains clear routes to fire exits.
- Oversees the timely submission of reports, records, and inventories. Approves time sheets as directed.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Promptly documents all injuries that require medical attention.
- Reports student discipline problems, vandalism, and other related concerns.
- Acts responsibly to protect district equipment and property. Takes appropriate action during adverse weather conditions. Responds to building emergencies as requested.
- Helps deal with unexpected circumstances or pressing district needs as directed.
- Helps manage district security. Directs visitors to the office. Secures assigned job sites at the end of the workday.
- Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.

- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Supervisory
Responsibility:**

Under the direction of the maintenance supervisor: provides instructions and monitors assigned staff, temporary employees, and trainees. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require balancing, bending, climbing, crouching, kneeling, reaching, standing, and working at various heights.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, odors, and wet floors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance
Evaluation:**

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Board Approved: 2/28/02

PIQUA CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title:	TEMPORARY OR SEASONAL WORKER	File 611
Reports to:	Maintenance Supervisor and/or assigned supervisor	
Job Objectives:	Performs a variety of maintenance, custodial, cleaning, and/or grounds keeping duties as assigned. <i>Note:</i> Assignments are non-binding. Duties may change without prior notice to address unexpected circumstances or pressing district needs.	
Minimum Qualifications:	<ul style="list-style-type: none">• High school diploma is preferred.• Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).• Documentation of a clear criminal record.• Self-directed and able to learn required skills for the position.• Ability to read and comply with Material Safety Data Sheets (MSDS).• Ability to operate custodial and grounds keeping equipment.• Valid driver's license and/or ability to perform basic electrical, carpentry, plumbing or mechanical repairs may be required for some positions.	
Responsibilities and Essential Functions:	<p>The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none">• Checks daily with the supervisor to verify the work schedule and assigned duties. Receives instructions and carefully follows all directions. Consults with the supervisor to clarify expectations and/or address concerns. Informs the supervisor when leaving the job site during working hours.• Takes the initiative to perform routine tasks independently.• Upholds board policies and follows administrative procedures.• Promotes a favorable image of the school district.• Learns the proper operating procedure for all equipment associated with the assignment. Promptly reports all personal injuries.• Maintains clean, safe, and orderly work areas. Maintains clear routes to public exits to ensure the safe evacuation of the work site or building. Reports unusual odors, noises, leaks and/or unsafe conditions.• Complies with safety regulations and environmental laws. Seeks advice when uncertain about product use and/or disposal procedures.• Properly stores all supplies, materials, and equipment used during assignments. Ensures that products are not transferred or stored in unlabeled containers.• Cleans up chemicals, solvents, blood, body fluids and/or body tissues <i>only</i> when properly trained.• Performs maintenance activities when properly qualified by formal training, prior work experience, or when under direct supervision. <i>Note:</i> A supervisor must inspect all repairs to ensure compliance with applicable building codes.• Performs routine grounds keeping activities (e.g., mows grass, fertilizes, seeds, trims trees/shrubs, etc.). Picks up trash. Clears sidewalks. Removes graffiti.• Sweeps, mops, strips, and waxes floors. Vacuums and power cleans carpets. Cleans and sanitizes toilet rooms, locker rooms, and showers. Empties and sanitizes trash containers. Washes windows. Cleans wall, lockers, and light fixtures. Dusts and polishes furniture/woodwork. Replaces light bulbs.• Applies paint, stain, varnish, or other surface treatments as directed.• Picks up and delivers equipment, materials, and other supplies as directed.• Helps with the receipt of deliveries. Unloads trucks. Inspects packages for damage. Verifies quantities. Organizes and stores supplies.• Moves and arranges furnishings, supplies, and equipment as directed.• Reports student discipline problems, vandalism, and other related concerns.• Acts responsibly to protect district equipment and property. Takes appropriate action during adverse weather conditions.	

- Helps manage building security. Directs visitors to the office. Secures the job site at the end of the workday as directed.
- Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Promotes a positive image of the maintenance department. Wears appropriate work attire and maintains a neat appearance.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require balancing, bending, climbing, crouching, kneeling, reaching, standing, and working at various heights.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, odors, and wet floors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Piqua City School District Board of Education.

The Piqua City School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

Board Approved: 2/28/02

PIQUA CITY SCHOOL DISTRICT
- JOB DESCRIPTION

Title: **WAREHOUSE WORKER**

File 612

Reports to: Business Coordinator

Job Objectives: Manages the receipt, storage, and orderly transfer of materials to district facilities.

Minimum Qualifications:

- High school diploma.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Documentation of a clear criminal record.
- Self-directed and able to learn required skills for the position.
- Ability to operate a forklift and other materials handling equipment.
- Bookkeeping skills and the ability to apply basic mathematical concepts.
- Valid driver's license and a satisfactory driving record as a condition of initial and continued employment.
- Meets all prerequisite qualifications to be bonded.

Responsibilities and Essential Functions:

The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Receives deliveries. Inspects shipments for damage. Verifies contents with packing lists. Records receipt date and maintains a purchase order file. Tags fixed assets as directed. Verifies invoices for payment.
- Organizes and stores supplies. Maintains an inventory control system. Deducts requisitioned stock from the inventory. Reorders as needed to maintain a continuous inventory of consumable supplies.
- Prepare materials for shipping (e.g., returns, repairs, etc.).
- Develops a schedule and delivers supplies, equipment, and furnishings.
- Takes the initiative to perform routine tasks independently.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district.
- Prepares and submits reports, records, and inventories suitable for audits.
- Performs a complete physical inventory of all warehouse materials semiannually.
- Anticipates and is prepared for fire, health, and safety inspections. Performs general housekeeping duties to maintain a clean and orderly storage areas.
- Monitors warehouse conditions during working hours. Recognizes when problems may be developing (e.g., unusual odors, noises, leaks, etc.). Immediately reports suspected problems and/or unsafe conditions. Maintains clear routes to fire exits.
- Complies with safety regulations and environmental laws. Seeks advice when uncertain about product use and/or disposal procedures.
- Promptly documents all injuries that require medical attention.
- Reports student discipline problems, vandalism, and other related concerns.
- Acts responsibly to protect district equipment and property. Takes appropriate action during adverse weather conditions. Responds to building emergencies as requested.
- Helps deal with unexpected circumstances or pressing district needs as directed.
- Ensures that storage areas are properly secured at all times. Recommends procedures to prevent the loss of supplies and equipment.
- Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Promotes a positive image of the business department. Wears appropriate work attire and maintains a neat appearance.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.

- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Supervisory
Responsibility:**

Under the direction of the business coordinator: provides instructions and monitors assigned staff, temporary employees, and trainees. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require balancing, bending, climbing, crouching, kneeling, reaching, standing, and working at various heights.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Piqua City School District Board of Education.

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