

## POCONO MOUNTAIN SCHOOL DISTRICT

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**Job Title:** Building Maintenance  
**Subtitle:** General Maintenance  
**Department:** Maintenance  
**Location:** District Maintenance Shop  
**Reports To:** Maintenance Supervisor  
**Terms of Employment:** Twelve (12) Months per Year

**Date: March 17, 2021**

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### Job Summary

Performs preventative maintenance and repairs of all District facilities while working both independently and cooperatively as a team.

### Qualifications

- High School Diploma or GED equivalent
- Three (3) years' experience in maintenance or construction field as desired
- Ability to read and interpret documents, blueprints and schematics
- Specific trade experience preferred
- Experience with mechanical equipment and building infrastructure
- Valid Pennsylvania Driver's License
- Safe Driving Record
- Dependability and attention to detail required
- Ability to make appropriate judgements and work with others
- Excellent communication skills
- Basic computer skills
- Act 34, Act 82, Act 114, and Act 151 or other required clearances

### Essential Duties and Responsibilities

1. Performs preventative and corrective maintenance as directed.
2. Accurately accounts for material and labor relative to assignments.
3. Maintains all state and local safety and code guidelines.
4. Performs general maintenance work inside and outside District facilities including ceilings, roofs, carpentry, electrical, plumbing, concrete, masonry, glazing, insulation, flooring, pumps, and equipment repairs.
5. Performs repairs and preventative maintenance on HVAC equipment and related components including filter changes, motor and belt adjustments, lubrication on bearing and bushings, clean unit-ventilators and other HVAC related units, check and adjust belts, remove and replace HVAC related components.
6. Recommends supplies and equipment for purchase.
7. Maintains District owned hand tools, power tools, equipment hardware, materials, and supplies.
8. Diagnose maintenance issues and determine the necessary repairs.
9. Completes work assignments professionally, efficiently, and in a timely manner.
10. Enters completed assigned work orders into the work order system in a timely manner.
11. Inspects school facilities and recommends needed repairs.
12. Reports any safety issues or building damage to the Maintenance Supervisor.
13. Attends training sessions and department meetings as directed.
14. Provides proper care and security of all District vehicles, tools, equipment and materials.
15. Performs other duties as directed and assigned.

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to stand, walk, use hands and use hands to fingers to handle or feel objects, tools or controls, and talk or hear. The employee must be able to stand and/or walk for sustained periods of time. The employee

frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee is frequently required to squat, stoop, or kneel, reach above the head and reach forward. The employee continuously uses hand strength to grasp tools and climb on ladders. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job. The employee must frequently lift and/or move up to fifty (50) pounds such as a toolbox. Occasionally the employee will lift and/or move up to 90 pounds such as motors. The employee will sometimes push/pull items such as tables, scaffolds and cabinets. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

*While the information contained in this job description is intended to provide compliance with the Americans with Disabilities Act (ADA), it is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned based upon the number of employees in the department and the operational needs of the department.*

*Pocono Mountain School District is an Equal Opportunity Educational Institution. It does not discriminate on the basis of race, color, national origin, creed, marital status, sex, age or disability in its activities, programs, or employment practices as required by Title VII, Title IX, ADEA, ADA, PHRA, and/or any other applicable laws. It also does not discriminate against an applicant or employee because of the individual's relationship with an individual who is a member of a protected class. If you would like more information about equal employment or you are an individual with a disability qualified for this job, and you require a reasonable accommodation, please contact the Office of Human Resources at 570.839.7121.*