

TITLE: Maintenance Apprentice

DATE: January 4,2001

DEPARTMENT: Hannahville Indian School

DIVISION: N/A

POSITION SUMMARY: Provide the routine building operations and maintenance thereof.

SUPERVISION RECEIVED: Works directly under the supervision of the Maintenance and Repair Supervisor and indirectly for the Principal and Administrator.

SUPERVISION EXERCISED: N/A

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Repair, install, and maintain all buildings.
2. Review the daily schedule of work orders and perform the required maintenance requested.
3. Perform the preventative maintenance on buildings and facilities.
4. Respond to after hour and weekend emergencies.
5. Fill out the purchase requests for maintenance supplies, and equipment.
6. Assists the maintenance supervisor when providing technical assistance to the central administrative department relating to existing facilities.
7. Upon building inspections perform the necessary repairs and improvements.
8. Assist in developing budget for the department.
9. Assist in developing departmental procedures and policies.
10. Assist in maintaining the safety program as required.
11. Assist with enforcing all safety rules and regulations.
12. Maintain the standards of work skills, equipment and materials for the department.
13. Provide assistance and services to other departments as needed.
14. Perform related duties as required.

PERIPHERAL DUTIES: All other duties as assigned

DESIRED QUALIFICATIONS:

Education: High school diploma or equivalent.

Experience: Two years full-time experience as a journey trades worker. Other related work experience may also qualify for consideration. AC/DC circuits and heating and air conditioning schematics. All work experience should relate to the skills necessary to maintain and/or repair of buildings.

MUST possess a **VALID MI** drivers license and a home telephone. If no home telephone, applicant may a reliable message service number.

Skills and abilities: The skill and ability to read and interpret, building blue prints and

electrical wiring schematics. AC/DC circuits, heating air conditioning trouble shooting and maintenance.

TOOLS AND EQUIPMENT USED:

Maintenance equipment/tools necessary to carry out the duties of this position, as well as, cell phone, beeper, and computer. Safety equipment is provided.

PHYSICAL DEMANDS: Must be able to lift at least 75#. Good physical condition is a must. Must not be afraid of heights. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: This position may require working outside as well as inside buildings and on roofs because of the nature of the work, there may be exposure to injury or other health hazards. The noise level may be loud because of the use of power tools.

SELECTION GUIDELINES: Completed employment application and resume, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer and requirements of the job changes.

Signature _____
Employee

Date _____

Signature _____ ;
Supervisor

Date _____

Signature _____
Administrator

Date