

20PINON COMMUNITY SCHOOL BOARD, INC.  
POSITION DESCRIPTION

POSITION TITLE:	Maintenance Worker	FLSA:	Non-Exempt
CONTRACT TERM:	12 Months	DATE APPROVED:	05/09/2023

**POSITION SUMMARY:** To provide quality education opportunities through maintenance and repair of governmental buildings, living quarters and school buildings, and equipment. Will receive daily written and oral assignments in performing general duties to maintain proper operation, maintenance, and minor repair of buildings, utilities, and other improvements, also the operations and preventive maintenance of the heating system servicing PCS Facility. The incumbent is expected to perform most work in an independent manner.

**DUTIES and RESPONSIBILITIES:**

1. Attend BIE Mandated SCAN Training
2. Attend 2 hours of Sexual Harassment Training
3. Complete BIE Mandated Security Awareness Training
4. Complete the Defensive Driving Certificate
5. Complete Safe Schools Training
6. Attend Professional Development Training and School Improvement Work Sessions
7. Performs basic First Aid and/or medical attention to ill and/or injured students; refers ill and/or injured students to local public health services as appropriate based on assessed need; administers prescription and non-prescription medications to students in accordance with physician orders and parent’s permission; maintains current records of all medication/related health care provided.
8. Performs mixed duties of general nature necessary to the maintenance of building and facilities, required less than journeyman qualifications, which includes, but is not necessarily limited to the following:
9. Repair/replace floors, floor covering, ceiling, walls sidewalks, steps, window and door sashes, boiler fireboxes, etc., by routine patching or replacement with new materials.
10. Touches up or repaints soiled or damaged painted surfaces, using brushes and rollers to apply standard paints and varnishes.
11. Repair/Replace electrical switches, switch plates, outlets, lighting fixture, etc., and makes repairs to frayed or broken wiring. Check malfunctions of various electrical equipment such as automatic switching units, thermostats, small equipment transformers, also motors, pilot light controls, etc. Correct problems by adjusting or replacement of the unit or defective parts.
12. Perform maintenance and repairs on the plumbing systems, such as repair or replacement of defective pipes of the water occasionally involving minor modifications. Replace and repairs various other fixtures, such as domestic hot water heaters, faucets, P-traps, etc. Clean clogged drains and sewer lines.
13. Operates and maintains the heating systems which provide heat and domestic hot water to the school, administrative buildings, and other governmental buildings. Systems operated and maintained are liquefied petroleum gas and low-pressure hot water boiler, hot waters heaters, panel ray, and forced air heaters none of which requires continuous attention, nor are they operating on a rotating shift basis. Perform/monitor daily, weekly, quarterly, and annual testing or boiler chemicals systems to maintain proper chemicals to maintain that level. To maintain a safe and adequate level of chemicals for the heating system.

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14. Is responsible for the operation and maintenance of individual hot water heating systems, circulating pumps, fuel regulators, and various other related auxiliary equipment preventive and regularly scheduled maintenance and repairs.
15. Periodically makes observations of meters/charts to determine such things as heat and water flow, etc., and determine proper adjustments necessary for maximum efficiency and utilization. Make necessary repairs to heating and domestic hot water systems and is occasionally required to crawl under buildings, and structures to service and repair lines, traps, and equipment. On an emergency, basis performs major repairs in needed areas. Uses the common hand and power tools necessary to accomplish required work.
16. Incumbent checks on various types of equipment, i.e., fire alarm systems, dishwashers, refrigeration units, garbage disposals, etc., doing minor maintenance and replacing bearings, controls, magnetic starters, etc., reporting major breakdowns to supervisor.
17. On occasion may be assigned to perform janitorial work, collection, and disposal of trash, and general labor work.
18. Incumbent may be required to be a member of the volunteer fire department.
19. Incumbent will be required to attend training from time to time to stay current in his/her field as instructed by his/her supervisor.
20. Write up work orders when doing inspections or preventative maintenance work orders correctly.
21. Boiler Operator Qualifications and Certifications: Employees (person) operating, repairing, or maintaining boilers in BIA facilities and funded locations, shall pass a certification exam, approved by the Division of Safety Management, involving the size and pressure rating of the equipment operated or mainlined. State license or certification will be acceptable, depending on the class or license and capacity of equipment indicated. They shall be physically fit, capable, reliable, and able to read and write the English language. The incumbent will be required to comply with PCS Drug and Alcohol-free Policy and be required to comply with random drug screenings, if applicable.
22. Provides timely information to the designee. Provide direct student supervision, document any unusual behavior, make referrals, and follow up on any referrals.
23. Will provide COGNIA evidence in each standard and indicators for each fiscal year.
24. Performs other duties as assigned by the Supervisor or Designee.

**QUALIFICATION REQUIREMENTS:**

1. Education: High School diploma or GED Certificate with Boilers Certification, Water Operator-Level One, and Current certificate in Asbestos and Hazardous Materials Handling and in HVAC.
2. Experiences: Minimum three (3) years of experience in skilled and unskilled tasks in building maintenance, construction work, boiler operations, etc.
3. First Aid, CPR and First Responder
4. Knowledge, Skills, and Abilities:
  - a. Knowledge of Pinon Community School’s mission, vision, goals, objectives, policies, and procedures.
  - b. Knowledge of all applicable laws, standards, and codes.
  - c. Knowledge of BIE SCAN policies and Procedures.

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- d. Knowledge of Personal Protective Equipment (PPE) for eyes, face, head and extremities, protective clothing, respiratory device and protection shield, and barriers shall be used and maintained in a sanitary and reliable condition wherever it is necessary by reason of hazards of process or environment and chemical hazard. Safety-toe footwear shall be worn in the facility area.
- e. Knowledge of safety precautions/procedures associated with using a variety of cleaning and landscape materials, supplies, and equipment.
- f. Knowledge of the operation, use, and care of all department materials, supplies, tools, instruments, and equipment.
- g. Knowledgeable and familiar with the Navajo language, cultured people.
- h. Knowledge of some medical experience preferred.
- i. Ability to maintain, confidentiality and comply with HIPAA and all other compliance standards.
- j. Ability to function well in a high-paced and at times stressful environment.
- k. Knowledge and support of the PCS mission and vision statement.
- l. Skill in operating a variety of machinery, equipment, and tools used in the repair and maintenance of facilities and grounds.
- m. Skill in performing a variety of mathematical calculations and reporting in both oral and written.
- n. Skill in establishing and maintaining effective working relationships with other staff, students, and parents.
- o. Skill in working in an environment subject to exposure to all environmental conditions, and performance of duties in cramped and at varying height locations.
- p. Skill in communicating courteously and professionally.
- q. Skill in reading and following directions both orally and in writing.
- r. Must be computer literate and familiar with school computer software.
- s. Must be willing to work flexible hours and provide weekend coverage.
- t. Performs other duties as assigned.

Condition of Employment: Subject to background investigations as required by P.L. 101-647 to determine suitability for employment.

**Fingerprint Clearance Card:** All employees, School Board members, and volunteers as noted in the Indian Child Protection and Family Violence Prevention Act set forth at 25 U.S.C. § 3201 et seq. and as further defined in 25 C.F.R. § 63-10 et seq., and the Crime Control Act of 1990 set forth at 42 U.S.C. § 13401 et seq., shall successfully complete a background check to include criminal history checks conducted pursuant to fingerprints checks as set forth in the above-noted laws and regulations to include applicable federal, state, and tribal jurisdictions. Employment shall not be offered to applicants who fail to meet the standards set forth in the above-note laws.

All teachers and individuals that work at Pinon Community School are required to have an active fingerprint clearance card prior to employment. This is to determine the employee’s suitability, character, reputation, and trustworthiness is not in question to have Identity Verified Prints (IVP)

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fingerprint clearance card on file. The fingerprint clearance card will be periodically updated every five (5) years for the status of current IVP fingerprint clearance cards.

**Physical examination:** Physical examination is required within thirty (30) calendar days of employment. After an offer has been made to an applicant in designated job categories, a medical examination will be performed by a health professional of the school’s choice, at the school’s expense. The offer of employment and assignment to duties is contingent upon the results of the medical examination. Information on an employee’s medical history or results from an examination will be filed and maintained separately from the employee’s personnel file.

The school may require an employee to undergo a medical examination, including random drug and alcohol testing, at any time that the school questions the employee’s ability to perform his or her assigned duties, or questions whether the employee may be a direct threat to the health or safety of the employee or others. An employee’s refusal to submit to testing under this policy is grounds for discipline, including termination.

Physical Requirements: This position may require some lifting in excess of 50 lbs.

Performance Evaluation: This position is subject to a ninety (90) probationary period evaluation and will be conducted within 30 days at the conclusion of the probationary period for the newly hired employee; then subject to bi-annual performance evaluation for contract renewal or non-renewal consideration.

**SUPERVISOR:** Facility Manager

**CERTIFICATION**

I received a copy of my position description and certify that this is an accurate statement of the major duties and responsibilities of this position. I also understand that I will perform these duties and responsibilities.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Concur by: \_\_\_\_\_

\_\_\_\_\_  
Date