

LAKE COUNTY EDUCATION SERVICE DISTRICT
JOB DESCRIPTION
MAINTENANCE WORKER

GOAL

- To maintain the district office in a condition which assures a safe, functional and comfortable environment for staff.

QUALIFICATIONS

- Valid driver's license (may be waived under special circumstances)
- Previous experience preferred

PERSONAL QUALITIES

- Aptitude to perform assigned responsibilities
- High level of ethical behavior and confidentiality
- Physically able to do assigned tasks
 - able to lift 50 pounds
 - able to safely work while standing on a ladder
 - able to work while kneeling on the ground

RESPONSIBILITIES

- Clear snow from sidewalks and doorways
- Repairs not requiring licensing as a contractor
- Moving existing furniture and/or assembling new furniture
- Replace burned out light bulbs
- Other general office maintenance projects

SUPERVISOR

- Office Manager

SALARY AND WORK YEAR

- \$30 per hour
- Employment is year-round; work hours will be strictly on an as needed basis

EVALUATION

- Conducted periodically based on job description using list of responsibilities as a guide.

Lake County Education Service District practices equal employment opportunity and treatment regardless of race, national origin, religion, sex, age, marital or parental status and disability if the disability does not preclude performance of bona fide requirements of the position with or without reasonable accommodation. This ESD considers the use or abuse of drugs or alcohol on the job by employees to be an unsafe and detrimental work practice.