

**Riverside Local School District**  
Job Postings/Vacancies

2024 – 2025 School Year  
(Reposted)

Date: October 1, 2024

Title: **12-Month Maintenance**  
6:00 A.M. – 2:30 P.M.; Monday – Friday

Qualifications: General knowledge of basic buildings and grounds facility needs.  
Ability to work alone or as a team member.  
Availability to work overtime as needed.

Responsibilities and Skills Required: Please refer to attached Job Description(s):  
Maintenance I & Maintenance II Additional Job Objectives

Reports to: Director of Maintenance

Terms of Employment: Maintenance/Custodial: As scheduled

Funding: General Fund, Maintenance Minimum, \$23.25 per hour, Step 0.

Limitations: As listed in the Riverside Local School District Policy Section 4120, Employment of Non-Teaching Personnel, 4124 Employment Contract, and Articles X, XVII, and XXX of the Agreement between the Riverside Local Board of Education and O.A.P.S.E. Local #374. Please consult relevant negotiated agreement for other applicable limitations.

All requests for consideration should be sent to Mr. Rich Arlesic ([Rich.Arlesic@riversideschools.net](mailto:Rich.Arlesic@riversideschools.net)) and Mrs. Mallory Aliff ([Mallory.Aliff@riversideschools.net](mailto:Mallory.Aliff@riversideschools.net)) by 4:00 p.m. October 7, 2024.

*M. Aliff*  
10/1/2024  
9:30 AM

## **JOB DESCRIPTION DUTIES AND RESPONSIBILITIES**

**Position:** MAINTENANCE I  
**Responsible to:** Maintenance Director  
**Evaluated by:** Maintenance Director

### **Performance Responsibilities:**

1. Responsible for all general maintenance throughout the school district:
  - Electrical
  - Plumbing
  - Grounds work that will include weed whacking, riding mowers, edging, trimming, weeding, trash removal, athletic fields, playground equipment maintenance, snow removal
  - Painting
  - Carpentry
  - Ability to lift 50 pounds
2. Proper communication in verbal and written form.
3. Perform additional duties that may be assigned by the Maintenance Director.
4. Maintain all district equipment and power tools.
5. Must not disrupt the proper functioning of your position or department.
6. Must not undermine the authority of coworkers, supervisors, or superiors.
7. Must maintain close working relationships with coworkers, supervisors, and superiors.
8. Must ensure that official communications are accurate, demonstrate sound judgment, and promote the employer's mission.
9. Must ensure that all applicable laws and regulations are followed. In the event the employee becomes aware of any non-compliance by the District or other staff, the employee is to report such to his/her immediate supervisor (or the next higher level, if the supervisor is responsible for the problem) and maintain the confidentiality of the report so that the problem can be appropriately corrected in the best interests of the District.
10. The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the Riverside Local School District.
11. Must serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
12. Must instill in students the belief in and practice of ethical principles and democratic values.

**MAINTENANCE II  
ADDITIONAL JOB OBJECTIVES TO  
MAINTENANCE I JOB DESCRIPTION**

MAINTENANCE II JOB OBJECTIVES

1. Perform all duties as outlined in the Maintenance job description.
2. Assist Supervisor in managing projects, in house and contracted.
3. Prepare and review specifications for capital improvement projects.
4. Make recommendations to Supervisor concerning building needs and priorities.
5. Assist Supervisor with in-service training for all Buildings and Grounds personnel.
6. Assist with the planning of daily Maintenance activities.
7. Complete work orders in a timely manner.
8. Establish, plan, and perform preventative maintenance on all building mechanical systems.
9. Respond to emergencies as needed.
10. Assist fellow maintenance workers in the execution of their duties.
11. Maintain inventory of equipment and supplies necessary for the effective operation of the department.
12. Maintain Certifications as required, to meet the minimum requirements of the Maintenance II criteria.
13. Perform all Maintenance II work to the highest of industry standard. Insure all work is done in a safe and efficient manner.
14. Assist Supervisor with all regulatory compliance.
15. Remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.
16. Serve as role model for student conduct as responsible citizens and intelligent human beings. Help instill in students the belief in and practice of ethical principles and democratic values.