

Job Description: Maintenance Assistant

Position Title: Maintenance Assistant

Location: Mancelona School District

Department: Facilities Maintenance

Reports To: Maintenance Supervisor

Job Summary:

The Maintenance Assistant supports the maintenance team in ensuring the efficient operation and upkeep of the facility. This role involves performing routine maintenance tasks, assisting with repairs, and contributing to a clean, safe, and well-functioning environment.

Key Responsibilities:

- **General Maintenance:** Assist with routine maintenance tasks including plumbing, electrical, and carpentry.
- **Repairs:** Support the maintenance team in diagnosing and repairing equipment and facility issues.
- **Cleaning:** Ensure that maintenance areas and tools are kept clean and organized. Assist in general cleaning tasks throughout the facility and grounds.
- **Safety Compliance:** Adhere to safety protocols and procedures, ensuring a safe working environment for all staff and visitors.
- **Assistance:** Collaborate with other team members on special projects and assist with setup and breakdown of events as needed.
- **Customer Service:** Provide assistance to staff and visitors regarding maintenance-related inquiries and requests in a professional manner.

Qualifications:

- **Education:** High school diploma or equivalent preferred.
- Must hold a valid Driver's License.
- **Experience:** Previous experience in maintenance, construction, or a related field is a plus.
- **Skills:**
 - Basic knowledge of plumbing, electrical, and mechanical systems.
 - Ability to use hand tools and power tools safely and effectively.
 - Strong problem-solving skills and attention to detail.
 - Good communication and teamwork abilities.

Physical Requirements:

- Ability to lift and carry items weighing up to 50 lbs. and working at heights up to 25 feet.
- Ability to stand, kneel, and bend for extended periods.
- Comfortable working in various environments, including outdoors and in confined spaces.
- Must be able to distinguish colors.

This job description is intended to provide a general overview of the role and is not exhaustive. Responsibilities and qualifications may evolve based on the needs of the organization.