

**WASHINGTON SCHOOL DISTRICT  
311 Allison Avenue  
Washington, PA 15301**

**January 18, 2023  
POSTING**

**POSITION:** MAINTENANCE – FULL TIME  
**2<sup>nd</sup> or 3<sup>rd</sup> shift:** 3:00-11:30 OR 10:00-6:30  
**TERM OF EMPLOYMENT:** 260 days/8 hours per day  
**LOCATION:** District wide as assigned and/or needed  
**HOURLY RATE:** Contractual Rate (1<sup>st</sup> year starting: \$18.37)  
**AVAILABLE:** April 2023  
**DEADLINE:** Internally: January 27, 2023  
Externally: Until position is filled

**REQUIREMENTS:**

- Pass maintenance test at Personnel Staffers
- Pass Physical Capacity test at Washington Occupational Medicine
- Preferred experience in: HVAC, Plumbing, Carpentry, Electrical and Concrete
- Act 34, 126, 151 and 114
- Self Reporting Forms – Act 24, Act 168

**PERFORMANCE RESPONSIBILITIES:**

- Must demonstrate high quality written and oral communication.
- Must possess excellent organizational skills.
- Must communicate regularly with business office.
- Must maintain positive work habits.
- Must perform all duties efficiently and productively.

**\*\*See attached for Qualifications, Performance Responsibilities, Physical and Special demands and Primary functions.**

**SUBMIT LETTER OF INTEREST TO:**

Mr. George Kostelnik  
Washington School District  
311 Allison Avenue  
Washington, PA 15301  
OR EMAIL: [kostelnikg@prexie.us](mailto:kostelnikg@prexie.us)

**The Washington School District is an equal opportunity employer.**

## **POSITION DESCRIPTION MAINTENANCE PERSON**

### **QUALIFICATIONS**

1. High School or G.E.D. equivalent, with the ability to follow instructions and directions.
2. Minimum of five (5) years of experience in one of the related fields and/or graduate of a technical school.
3. Must possess a valid driver's license and be able to drive both "standard" shift and "automatic" shift motor vehicles.

### **JOB KNOWLEDGE:**

Must know how to use band saw, drill press, lathe, bench grinder, bench saw, torque wrench, miter square, all types of meters and gauges, and the knowledge of all types of varnishes, stains, and paints.

### **PHYSICAL DEMANDS:**

Stands, walks, climb stairs, turns, kneels, stoops, crouches, reaches, pulls and handles all types of wrenches, hammers, saws, drills, chisels, screwdrivers, vacuums, drill press, and lathe.

### **SPECIAL DEMANDS:**

Demonstrate a willingness to perform routine respective tasks on a continuous basis and perform tasks despite frequent interruptions. Ability to perform tasks with due consideration for all personnel in the vicinity. Some initiative and judgment involved in maintaining work area in a clean and orderly condition. Works under limited supervision performing standardized tedious tasks.

The individual must have the ability to maintain good relations with all other personnel and maintain a neat appearance at all times.

### **PRIMARY FUNCTION:**

Must be familiar with and able to repair or replace all types of light fixtures, electric motors, fans, fuses/breakers, electrical cords/lines, take voltage tests, locate and repair shorts in all types of appliances and equipment. All types of faucets, valves, pumps, water heaters, boilers (oil and gas-fired), gauges, traps, and waste-disposal units. All types of furnaces (hot water, steam, forced air) and condensing units. All types of varnishes, stains, and paints, to include the methods of application required for each. Installation of tile (vinyl, quarry, and ceramic), walls and partitions, doors, windows, gutters, laying of brick, stones, and block, plastering, puttying, and caulking.

Must be familiar with, and be able to, repair or replace all types of small gasoline engines, to check, clean, and change spark plugs, oil filters, coils, starters/generators, voltage regulators, distributors, etc.; to operate all types of lawn mowers (riding and push-type), weed eaters, clippers, hedge trimmers, outdoor vacuums, spreaders, roto-tillers, and snow blowers. Have the knowledge of planting, pruning, fertilizing, trimming, grass cutting, and snow removal.

Able to perform any and all preventative maintenance procedures as established by this facility, to include the recording of said procedures as they are completed.

Each maintenance person will be required to perform any or all of the duties listed below. In addition, personnel shall be assigned any duties deemed appropriate by the administration.

**CARPENTRY**- perform carpentry, construction, installation, and repair activities, including, but not limited to, the following:

1. Window repairs, replacement, and caulking.
2. Installation or partitions, doors, and locks.
3. Installation and replacement of ceramic tile.
4. Roof repairs and replacement.
5. Wall repairs and replacement.
6. Floor repairs and replacement.
7. Repairs of chairs, tables, and stands.
8. Construct and erect concrete forms.
9. Other related carpentry duties, as assigned.

**PLUMBING AND/OR PIPEFITTING**- repair, maintain and install any district plumbing and pipefitting.

1. Repair, maintain and install assigned plumbing and pipefitting work in accordance with the plumbing code, i.e., water heating systems, drainage systems, toilets and dishwashing equipment.
2. Make new plumbing installations such as gas, air, and water.
3. Pipefitting on steam systems.
4. Operation of master controls for heating and air conditioning system (employees, when necessary, shall receive training for this responsibility).
5. Repair and service of refrigeration, ventilation, heating or air conditioning equipment, including routine preventative maintenance.
6. Welding, soldering, and brazing operation on refrigerators and heating systems.
7. Faucet and water feed repairs.
8. Other related plumbing duties, as assigned.

**ELECTRICAL**- perform electrical maintenance, repair, and installation work, including the following:

1. Test, inspect, and record all existing electrical installations in compliance with the National Electrical Code.
2. Provide preventative maintenance for electrical panels, distribution centers and lead assemblies.
3. Repair and replacement of ballast and light fixtures.
4. Repair and replacement of controls, switches, and disconnects.
5. Repair intercom and public address systems.
6. Motor replacement and repair.
7. Repair and maintenance of electrical outlets and fuse boxes.
8. Repair and maintain appliances and kitchen equipment.
9. Other related electrical duties, as assigned.

**GENERAL**- perform various maintenance duties, as necessary, including:

1. Painting.
2. Test and maintain fire safety equipment.
3. Secure supplies and equipment, as necessary, through the Facilities Manager.
4. Perform all other duties, as may be assigned.