

**BAGDAD UNIFIED SCHOOL DISTRICT #20**  
**JOB DESCRIPTION**  
**MAINTENANCE II**

- QUALIFICATIONS:** General knowledge of electrical, plumbing, cooling, heating, and general building maintenance skills. Able to perform strenuous physical activity. Able to work well independently and complete reports.
- CONTRACT TERM:** Twelve Month
- REPORTS TO:** District Manager
- POSITION RESPONSIBILITIES:** To maintain school buildings on a regular basis, to ensure a safe and comfortable environment for students and personnel.

**DISTRICT PERFORMANCE RESPONSIBILITIES:**

- Oversee all areas of maintenance: cooling, heating, lights, glass, and diffusion panels
- Completes and signs work orders
- Examine school buildings on a regular basis for needed maintenance
- Assists with maintaining grounds
- Assists in preparation for sporting events
- Assists in custodial work as assigned
- Mechanical work if needed
- Health department inspections
- EPA inspections
- Fire Marshall inspections
- Custodial Work
- Other duties as assigned