

**CHATTANOOGA GIRLS LEADERSHIP ACADEMY  
CHATTANOOGA PREPARATORY SCHOOL**

**JOB SUMMARY: MAINTENANCE SPECIALIST**

Performs routine preventative maintenance, repair and upkeep of buildings, mechanical equipment, and vehicles. Assists with event setups and custodial duties needed to provide a clean, orderly, and safe environment.

**SCOPE:**

The Maintenance Specialist employee performs duties as assigned and directed by the Facilities Maintenance Coordinator. These duties include, but are not limited to, general tasks in the fields of electrical, plumbing, carpentry, mechanical, landscaping, HVAC, and custodial. This individual must be able to perform needed tasks working alone or within a group environment to resolve issues in a timely and efficient manner.

**PRIMARY FUNCTIONS:**

1. Perform general repair tasks in a variety of areas as assigned by the FMC that do not require a license, or assist on maintenance repairs under the direct supervision of a licensed technician/contractor.
2. Repair various items, systems/components (e.g. furniture, gym equipment, door locks, lockers, clogged drains, vehicles, air conditioning equipment, emergency lights etc.) for the purpose of insuring these items are available and in safe working order.
3. Assists other personnel (e.g. moving deliveries, setting up for events, custodial, etc.) when required for the purpose of supporting them in completion of their work.
4. Responds to emergency situations (e.g. water leaks, broken equipment, loss of power to outlets, etc.) for the purpose of repair or resolving immediate safety concerns.
5. Use of the work order system making sure that work orders have been approved before performing tasks, except in emergency situations.
6. Work with FMC to insure an adequate supply of parts are kept in stock that are normally used for campus maintenance/repairs.
7. Performs scheduled preventative maintenance of all equipment, vehicles, exit/emergency lighting, drain systems, etc.
8. Performs outside duties such as trash pickup, small landscaping projects, pressure washing sidewalks, cleaning windows, lawn care, ice removal etc.
9. Performs inside duties such as painting, door closer adjustment, tile repair, toilet repair, replace light bulbs, etc.
10. Performs service and PM on all buses/vehicles such as fluid checks/changes, washing, cleaning, tire care, brakes, preparing vehicles for scheduled trips, etc.
11. Reads and interprets blueprints, sketches, and diagrams.
12. Occasionally perform work beyond the standard work week when work load requires, and be 'on-call' if a facility emergency occurs outside of normal work hours.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION and/or EXPERIENCE:** High school diploma or GED and one year of responsible experience in building and mechanical equipment maintenance and repair; or an acceptable equivalent combination of education and experience. Good skills with hand and power tools. Experience with HVAC repair and/or diesel powered vehicles is a plus.

**LANGUAGE AND COMMUNICATION SKILLS:** Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to use computer programs to write simple correspondence via email and other programs. Ability to effectively present information in one-on-one and small group situations to other employees of the organization.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to interpret miscellaneous drawings and schematics

**REASONING ABILITY:** Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; use hands to handle and feel; reach with hands and arms; climb or balance; stoop; kneel; crouch; or crawl; and talk or hear. The employee is occasionally required to sit. The employee must frequently lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and depth perception.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Valid driver's license

**WORK ENVIRONMENT:** The work environment varies and includes standard office, maintenance shop, school buildings and school ground settings. The noise level in these environments is usually low to moderate.

**NOTE:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school (CGLA or Chattanooga Prep) may add to, modify or delete any aspect of this job at any time as it deems advisable.

**Salary Range: \$37,000-\$40,000**