



## White Mountain Waldorf School Maintenance Job Description

### Duties:

- Check in, every work day, with Administrator and Maintenance In/To Do box.
- Work will be both indoors and out, be prepared.
- Work with Building/Maintenance Committee to organize workdays, keep them informed of your needs and stay informed of their needs.
- Make yourself a project list of things to beautify grounds, save energy or make for a safer campus; set aside some time for these projects and keep them going forward. Mix strenuous work and easier work to avoid physical strains.
- Keep sheds/tools neat and available for use.
- Keep your eyes open...look for safety issues and let administrator know what you see.
- Be responsive to Faculty needs, but let Administrator know if you are being asked for too much, difficult or long term Faculty needs should go through Administrator and or Building/Maintenance Committee.

### Start of school year:

- Prioritize list - i.e. #1 heat/power issues, #2 access issues, like walkways, doorways, doors. What you cannot do communicate w/office staff to call for professional help.
- Keep grass areas cut and rake leaves where needed, keep school yards and parking areas free from trash and broken items.
- Prepare for winter – half of our school year is winter conditions. Protect plants and trees, place grade stakes for plowing, repair and refit skirting around modular units, keep mice from getting in as much as possible, late October -take down shades and store in sealed buckets, turn on plumbing heat tapes in each unit's breaker box.
- Rake sand back to sand boxes bi-weekly, keep administrator informed of broken or failing playground equipment.
- Remember your projects, keep them going forward.

### Winter:

- Maintain access to sheds and ladders, put shovels at ramps between buildings for all to use. Don't let winter use items get buried like snow scoops, shovels, ladders and sleds.
- Keep ramps/stairs clear of snow and sanded if icy, check for snow buildup on roofs and ice forming on sides of units. Make sure doors can swing free and can shut easily.
- Unit 5 needs to be shoveled if over eight inches collects or a melting/freezing trend begins, other units if leaks begin or 18 inches collects. Some units need only to have center area cleared, but by early March they should all be cleared.
- In early winter, work at removing all mice, we would like to stay mouse free, particularly in the Early Childhood units that have kitchens.
- Remember your projects, keep them going forward.

### Spring:

- Put away scoops, shovels and sleds as snow wanes.
- Second week in May, shut off plumbing heat tapes in each unit's breaker box.
- Rake grass areas and place pallets as needed during spring melt. Put sun shades back up and save aside buckets sealed up. Try to keep gates into Early Childhood playgrounds useable.
- Cut grass weed gardens as needed.
- Remember your projects, keep them going forward.

### Summer:

- Keep grass mowed around units and once or twice cut grass in driveway shoulders,(We will probably need to borrow a tractor for this) note: there are stones that should be removed prior to this job.
- Continue long term projects.

### Budget:

- Reuse/Recycle, keep costs down, small expenditures must be approved by Administrator; large expenditures must be approved by the Board.
- When the first permanent building gets marble halls ask for a budget and more paid help.