

Caretaker/Maintenance Employee A

CAO-PE / 19.00158

Job information

Salary scale	3
FUWASYS advice	3 – II a
Attribute scores	22121 21122 12 21
Total score	22
Date	12 December 2019

Description of the position

Context

This function is one of the positions in the Caretaker/Maintenance Employee category.

The Caretaker performs maintenance, repair and support work, supervises buildings, and contributes to professionalisation. **A Caretaker/Maintenance Employee A performs routine maintenance and repair work on buildings, grounds and inventory in accordance with fixed agreements and procedures.**

The position of Caretaker/Maintenance Employee exists in regular primary schools, an integral child centre ("Integraal Kinder Centrum" – IKC), and schools for special primary education or those for (secondary) special education, or a school governance, management or a service bureau staff.

Tasks

- 1 Maintenance and repair work
 - Carries out minor maintenance and repair work on buildings, grounds and inventory
 - Identifies disruptions and faults, resolves standard errors and defects in ICT and other facilities
 - Accepts complaints of a technical nature and passes the information on
 - Performs simple administrative tasks related to technical work
 - Provides information to third parties about the purpose and lead times of tasks
- 2 Supporting tasks
 - Manages the supplies store and/or stocks and orders goods
 - Handles room-layout arrangements and prepares them for activities
 - Connects ICT and other equipment (hardware and cabling)
 - Assists with representative activities and provides tea and coffee
 - Carries out postal and copying, catering and cleaning tasks
 - Accepts absence reports and passes them on
- 3 Supervision
 - Monitors access to the building
 - Ensures a clean and safe building, site and inventory, and identifies defects
 - Identifies violations of house rules and rules of conduct, addresses students on these matters and makes teachers aware of problems with good order
 - Answers general questions from students, visitors and employees
- 4 Professionalisation
 - Participates in training activities

- Keeps required skills for the position up to date

Framework, powers & responsibilities

- Makes decisions on/about the following: rectifying simple malfunctions and defects in ICT and other facilities, managing warehouse and stocks, monitoring access to the building, ensuring a clean and safe building, site and inventory, and signalling defects.
- Framework: rules, safety and other regulations and working agreements
- Accountability: to the hierarchically assigned manager responsible for the correctness and completeness of the provided maintenance, repair and support work, and the professionalisation.

Knowledge and skills

- Practical, job-oriented knowledge of handling technical equipment
- Insight into the approach to the work to be performed
- Skills in resolving simple faults and defects in buildings, grounds and inventory
- Skills in connecting ICT facilities
- Skills in intervening in violations of house rules and rules of conduct

Contacts

- With visitors – to receive them, refer them or to provide information of a general nature
- With Employees – about the implementation of works, in order to share information
- With students – about their behaviour, aiming to bring them to order
- With suppliers – about goods, in order to place orders