

CUSTODIAL & MAINTENANCE SECRETARIES

Becky Huff, Maintenance Secretary – Operations Location

Phone: 563-336-7808

huffbe@mail.davenport.k12.ia.us

Main Responsibilities include:

- Energy Data Reporting (Gas, Electric, Water, Sewer)
- Dispatching Maintenance Department
- Preparing Invoices, Purchase Order Requests for payment
- Preparing Annual Districtwide RFQs
- Managing Inspection Documentation
- Maintenance Employee Payroll

Victoria Edwards, Building Coordinator – J.B. Young Opportunity Center

Phone: 563-336-7536

Email: edwardsv@davenportschools.org

Main responsibilities include:

- Assists J.B. Young Opportunity Center tenants with what they need to keep programs successful.
- Maintains effective communication daily with custodial staff to best manage building and assist tenants.
- Oversees and manages SchoolDude, a District-wide Facility Use calendar.
- Communicates daily with partner organizations interested in facility use at DCSD facilities.

Deb McIntosh, Maintenance Secretary – Operations Location

Phone: 563-336-7823

mcintoshd@mail.davenport.k12.ia.us

Main Responsibilities include:

- Dispatching Maintenance Department
- Processing Maintenance Department PCards
- Updating Operations Pages of Website Ordering fuel for the District & Bus Lot
- Ordering fuel for the District & Bus Lot
- Preparing Invoices, Purchase Order Requests for payment

Lindsey Teel, Custodial Secretary – Operations Location Telephone: 563-336-7797 Email:

teelli@mail.davenport.k12.ia.us

Main Responsibilities include:

- Custodial Department
- District Pool Vehicles
- MSDS
- EMC Online Training

MAINTENANCE WORKERS

Gary Bell
Carpentry

Josh Brackevelt
HVAC Room Temps/Energy

Jeff Brimeyer
Welding,
HVAC backup

Phil Busch
Utility
Building & Grounds

Willie Butler
Utility
Building & Grounds

Darrell Caldwell
Utility Crew Chief
Garage

Scott Ellis
Carpentry
Playgrounds

Bob Fahrenkrog
Carpentry

Jeff Hainline
Electrician
Elevators
Clocks/Bells/Alarms

Blake Lane
Utility
Building & Grounds

Greg Lehman
Painter

Keith Lehman
Roof Leaks
Windows/Doors

Todd Lillyblade
Plumber

John Meade
FNS Equipment
Water Heaters
Heat Pumps

Trevor Muilenburg
Utility
Building & Grounds
Garage

Doug Nelson
Carpentry
Signs

Lawrence Pernel
HVAC Room Temps/Energy

Tim Phillips
FNS Carpentry
Simple PMs

Cindy Plaster
Utility
Building & Grounds
Gas for Mowers
Pool Vehicles
Heaters/Humidifiers

Marty Tillis
HVAC
Boilers

Marco Torres
Keys
Doors
Secure Entry