

Maintenance

Purpose Statement

The job of Maintenance is done for the purpose/s of providing maintenance services ensuring completion of projects in accordance with trade standards; providing information on the proper use of equipment; identifying repair and/or replacement needs; performing minor to major maintenance including emergency repairs; and assisting skilled trades.

This job reports to Director of Facilities, Principal

Essential Functions

- Assists with the completion of day to day maintenance activities (e.g. facilities repair, grounds maintenance, plumbing, etc.) for the purpose of ensuring the proper and efficient maintenance and repair of District buildings, facilities and grounds.
- Fabricates equipment parts for the purpose of meeting specialty needs and/or replacing discontinued or unavailable parts.
- Inspects completed work (e.g. equipment installation, etc.) for the purpose of ensuring quality of work standards are met and identifying preventive maintenance requirements.
- Inspects buildings and facilities (e.g. repair work, building and grounds projects, equipment, etc.) for the purpose of determining immediate maintenance and repair needs and/or recommending removal of fire, safety or health hazards.
- Installs a variety of equipment (e.g. playground, classroom and office systems components, etc.) for the purpose of providing a safe and workable environment.
- Maintains equipment (e.g. vehicles, tools, etc.) for the purpose of ensuring availability in safe operating condition.
- Oversees less experienced workers (e.g. summer help, etc.) for the purpose of developing their technical skills and adhering to regulatory requirements.
- Participates in meetings, workshops, trainings, and seminars (e.g. technical updates, etc.) for the purpose of conveying and/or gathering information required to perform functions.
- Performs routine and preventive maintenance (e.g. checking equipment for wear, etc.) for the purpose of ensuring the ongoing functioning of district wide systems.
- Procures equipment and supplies for the purpose of maintaining availability of required items in order to complete jobs efficiently.
- Responds to emergency situations during and after hours (e.g. equipment failure, etc.) for the purpose of resolving immediate safety concerns.
- Transports a variety of equipment (e.g. tools, supplies, etc.) for the purpose of ensuring the availability of materials required at job site.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the effective and efficient functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying pertinent codes, policies, regulations and/or laws; operating equipment used in the trades; operating standard office equipment including pertinent software applications; handling hazardous materials; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math; read and follow instructions; and understand written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: maintenance programs, state and federal requirements regarding maintenance at school sites; and codes, regulations and laws related to the job functions.

ABILITY is required to schedule activities; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals; work with specific, job-related data; and utilize job-related equipment. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; providing direction and leadership; setting priorities; working as part of a team; required to work some evenings and weekends; and adapting to changing priorities.

Responsibility

Responsibilities include: working with immediate supervision; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to effect the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 5% sitting, 50% walking, and 45% standing. The job is performed under minimal temperature variations and under conditions with exposure to risk of injury and/or illness.

Experience: Job related experience is desired.

Education: Targeted, job related education with study in job-related area.

Equivalency:

Required Testing

Post Offer Physical Exam

Continuing Educ. / Training

Maintains Certificates and/or Licenses

Certificates and Licenses

Driver's License & Evidence of Insurability ☐

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade