



QUALIFICATIONS:

Minimum:

- High School diploma or equivalent;
- Successful experience as a school maintenance worker or other equivalent experience;
- Ability to maintain cooperative relationships with other employees;
- Basic skills in carpentry, plumbing, electrical, pneumatic temperature controls, and systems trouble-shooting;
- Perform work requiring mechanical ability;
- Perform heavy manual labor, and lift up to 75 pounds;
- Have a First Aid card, as requested by supervisor;
- Operate light trucks, vans, and construction equipment;
- Have a current Oregon Operator's license issued by the State Department of Motor Vehicles; and
- Such alternatives to the above qualifications, as the Board may find appropriate and acceptable.

Preferred:

- Hold a limited electrical license;
- Experience with plumbing and/or carpentry; and
- Ability to do skilled and semi-skilled maintenance work with limited supervision.

REPORTS TO:

- Maintenance and Custodial Supervisor.

JOB GOAL:

- To maintain District physical plants and grounds in a condition of operating excellence, so that full educational use may be made at all times.

PERFORMANCE RESPONSIBILITIES:

- Attend regularly;
- Notify school/department when absent, according to contract specifications; and
- Adhere to arrival, rest periods, and departure times.

Responsibilities include, but are not limited to, the following:

- Maintain a cooperative relationship with fellow staff members, students, and the public;
- Maintain and make repairs to buildings, equipment, furniture, cabinets, and grounds;
- Prepare surfaces for painting, repainting, or staining;
- Remove and install windows;
- Apply finishes to various surfaces such as wood, metal, glass, plaster, wall board, brick, and cement;
- Make lock repairs, new keys, and re-key doors;
- Make repairs and adjustments to plumbing equipment and apparatus in schools;
- Inspect and maintain ventilating systems to insure proper heat and airflow, and check room temperature, service fans, compressors and pumps, oiling, greasing, cleaning, and packing, as required;
- Use hand and power tools necessary to perform the duties, as assigned;
- Ability to do custodial work, as per custodial job description; and
- Perform other reasonable related duties, as assigned.

PHYSICAL REQUIREMENTS

- In an 8-hour day, employee may stand/walk 4-6 hours; sit 1-4 hours; and/or drive 1-4 hours;
- Employee may use hands for repetitive grasping (i.e., filing), pushing/pulling up to 75 pounds of equipment, and fine manipulation (i.e., keyboard); and
- Employee may need to bend, twist, stoop, reach overhead, squat, climb stairs and lift occasionally.

TERMS OF EMPLOYMENT:

- According to Board policy and procedures, master contract, and school calendar.

EVALUATION:

- Performance will be evaluated annually, in accordance with Board Policy and established procedures.

I have received a copy of this job description.

Signature

Date