

MAINTENANCE LEADER



Maintenance and Custodial Services Department

Purpose:

The Maintenance Leader ensures an attractive, sanitary and/or safe facility for students, staff and the public by performing advanced level installation, maintenance and repair work on district buildings, grounds, and equipment. The Maintenance Leader specializes in a trade and operates with expertise and independence as one of the following: *Landscaper/Groundskeeper; Roofer; or Painter.*

Reports to: Maintenance Services Supervisor and Maintenance Services Field Supervisor

Indirectly reports to: Maintenance Foreman

Nature & Scope:

The Maintenance Leader works independently following standardized routines under general supervision. The nature of the work requires adherence to policies, procedures and regulations and to technical norms of the trade; however, independent judgment and decision-making is at times required in the application of the trade. The incumbent interfaces with school administrators, staff, colleagues, students and visitors. The incumbent does not have supervisory responsibilities but does provide leadership and direction to Maintenance Worker I, II, or III and to temporary employees.

Essential Job Functions:

1. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's mission.
2. Performs skilled building maintenance and repair work in one of the following areas of expertise: Grounds, Roofing or Painting.

Grounds

- a. Maintains the physical condition of outdoor facilities of the District by performing a wide variety of basic landscaping and repair tasks including but not limited to: general upkeep and repair tasks, string trimming, mowing and edging, raking, weeding and bed work, pruning of shrubbery and light tree pruning, leaf removal, blowing of hard surfaces, transplanting and planting materials, assisting with landscape cleanup projects.
- b. Applies pesticide using diverse types of equipment from back pack sprayers through powered spray equipment.
- c. Assists in maintenance of department service yard, metal recycling dumpsters, wash bay, yard debris, pallet disposal and construction debris areas, exterior storage areas and interior shop areas.
- d. Removes snow and ice as necessary from parking lots, pathways and other public thoroughways.

- e. Uses tractors, backhoes, stump grinders, large pull behind leaf vacuums, forklift, mowers; 21" through large production mowers, lifts, trailers up to 20', chain saws, hedgers, hard edgers, blowers, fertilizer spreaders and seeders, four-wheel drive vehicles and winch operations.
- f. Assists in leaf removal.
- g. Assists in maintenance of the department service yard, metal recycling dumpsters, wash bay, yard debris, pallet disposal and construction debris areas, exterior storage areas and interior shop areas.
- h. Inspects school grounds, athletic fields and other assigned areas, identifies safety hazards and maintenance needs, and reports accordingly.

Roofing and Carpentry

- i. Installs, repairs, cleans, maintains and assures the safety and soundness of District building roofs.
- j. Maintains adequate drainage by installing, repairing, cleaning and otherwise maintaining gutters, downspouts and other drainage systems.
- k. Inspects existing roofs and gutters to determine required repairs or replacement procedures.
- l. Patches and repairs all types of roofing materials as needed to prevent structural and interior damage.
- m. Uses hand and power tools specific to roofing work, including staple guns, air compressors, power snakes, skill saws and hand drills.
- n. Repairs and walls and ceilings, repairs and replaces hard surface and carpeted floors, building siding, cabinets and fixtures, and laminate countertops.
- o. Incorporates OR-OSHA and asbestos rules and regulations as they apply to roofing and construction work environments.

Painting

- p. Maintains proper appearance of District buildings by applying paint, varnish, shellac, enamel or other protective or decorative finishes to interior and exterior surfaces.
 - q. Prepares wood, metal, cement, stucco and other surfaces for painting by sanding, scraping, burning, sandblasting, washing, dusting, spackling, caulking and stripping.
 - r. Operates hand and power tools associated with painting and paint removal.
 - s. Applies primers and finish coats with brushes, spray machines and rollers.
 - t. Removes, and safely disposes of hazardous materials such as paint and thinners.
 - u. Removes graffiti.
 - v. Performs all phases of painting, interior and exterior.
 - w. Operates scaffolding equipment, scissor lifts and high lifts, often working from heights.
3. Inspects sites of assigned projects to assess products and procedures to be used and develops work plans and objectives.
 4. Schedules and oversees work projects, including preparing shop drawings, work plans and cost estimates; applies for building permits, complying with code requirements and inspections.

5. Organizes, schedules, assigns and reviews the work of the crews. Coordinates assignments and projects with employees and provides on-site direction and oversight as needed.
6. Works from blueprints, shop drawings and diagrams.
7. Responds to after-hours emergency calls.
8. Updates technical knowledge and skills on a consistent basis.
9. Participates in training programs for mechanical and electrical systems.
10. Manages inventory of assigned department.
11. Inspects building alterations proposed or completed by contractors to ensure compliance with specifications and safety standards.
12. Provides training to employees in use and care of equipment and tools, and methods and standards related to building maintenance, including proper safety standards and practices.
13. Submits requests for supplies, equipment and personnel.
14. Maintains effective working relationships with other members of the Department as well as other school personnel and community members, including those from diverse cultures or backgrounds or those who speak limited or no English.
15. Complies with all procedures outlined in the *Code of Professional Conduct* and *Annual Notices for Education Practitioners, Teachers, Support Staff, Administrators, Substitutes Handbook* and all other Beaverton School District Policies and Procedures.

The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned which could include work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Required Qualifications:

1. Must possess high school diploma, or G.E.D.
2. Must be able to pass a physical exam.
3. Must be able to pass a criminal background check.
4. Must possess a valid Oregon or Washington driver's license.
5. Must have completed trade school or possess equivalent specialized training in one or more trades, or possess relevant experience in one or more trades and to demonstrate an ability to perform the required tasks.

Painter Lead only:

- a. Must perform work at Journey Level.
- b. Must possess a minimum of four years of experience in the trade.
- c. Must have experience in graffiti removal.

Grounds Lead only:

- d. Must have two years of grounds, leadership, and organizational experience.
- e. Must have knowledge in landscape maintenance and design.
- f. Must possess Public Pesticide Applicators license.

Roofing/Carpentry Lead only:

- g. Must have Journey level experience in roofing and the diagnosis and repair of roofs.
- h. Must possess the ability to safely and effectively operate lift equipment and work at heights up to 120 feet.

- i. Must be able to perform duties using industry standard fall protection and personal protective gear.
 - j. Must have knowledge of various commercial and residential roofing systems, and be able to perform diagnosis and repair of built-up, single ply and composition roofing.
- 6. Must be familiar with methods, materials, equipment and tools used in the incumbent's area of expertise.
- 7. Must demonstrate the ability to operate the equipment required of the job and to solve problems related to equipment operations.
- 8. Must be able to operate small lift equipment, power and hand tools, and must possess the ability to work from ladders.
- 9. Must be able to operate a truck with attached trailer, or other pull-behind equipment up to 18' in length, and to back up a trailer into small spaces.
- 10. Must possess general knowledge of construction and maintenance including preventive maintenance techniques and systems.
- 11. Must possess knowledge of construction materials and the ability to read blueprints and other building plans.
- 12. Must be able to safely and effectively operate power equipment such as drills, saws, etc.
- 13. Must be able to safely load, transport, and unload lift equipment using a full-sized truck and trailer.
- 14. Must be able to read, understand and follow multi-step written and verbal instructions in English.
- 15. Must be able to perform basic math calculations.
- 16. Demonstrate understanding of basic health standards and safety practices to comply with District and State regulations.
- 17. Must be knowledgeable of building codes and maintenance and repair standards.
- 18. Must demonstrate the ability to follow procedures for the use of cleaning products and equipment, and/or other hazardous materials.
- 19. Must demonstrate the ability to follow a set routine and must demonstrate the ability to meet deadlines and schedules.
- 20. Must demonstrate flexibility to changing working environments.
- 21. Must possess computer skills.
- 22. Must be able to maintain the physical stamina to perform heavy lifting, prolonged standing, crawling, climbing, and working in various types of weather.
- 23. Must possess uncorrected or corrected visual acuity of 20/40 in both eyes.

Working Conditions:

The Maintenance Leader works both indoors and outdoors; and the Maintenance Leader (Roofing Lead) works primarily outdoors. The work requires regular physical effort and the frequent lifting of moderate to heavy objects. The incumbent will routinely lift up to 55 pounds by him/herself and lift more than 55 pounds with assistance. The work environment is often controlled and often quiet, but will also frequently include moderate to loud noise and includes exposure to fumes, cleaning solvents and vibrations as well as the risk of falling from significant heights. Other potential exposures and hazards include but are not limited to: chemicals, dust,

toxins, dirt, playground/office equipment, furniture, communicable diseases, and power/hand-operated equipment and machinery.

The incumbent will frequently stand, walk, climb stairs and ladders, sit, push, pull, bend, stoop, kneel and reach in the normal course of their workday. At times, the incumbent will spend prolonged periods of time standing, walking, sitting, pushing, bending, stooping and kneeling.

Regular travel to all District sites will be required. The incumbent may be required to work extended hours in case of emergency.

Work Year: 260 days

Bargaining Unit: OSEA

FLSA Status: Non-Exempt

Date Approved: March 1, 2017

Date Revised: March 1, 2017

The Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of the Beaverton School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veterans status, genetic information or disability in any educational programs, activities or employment.