

## POSITION DESCRIPTION

Position Title: **MAINTENANCE II**

TYPE: Classified

REPORTS TO: Facilities Maintenance Supervisor

### POSITION SUMMARY:

Under the direction of the Maintenance Supervisor, the Maintenance II shall lead, direct, and assist in the maintaining of facilities and grounds, ensuring safe operating conditions through a preventive maintenance program and by resolving immediate operational and/or safety concerns.

### MINIMUM QUALIFICATIONS:

1. High School Diploma or equivalent as required by OAR 581-37-030.
2. 18 years of age or older.
3. A minimum of 4 years of experience conducting building / grounds maintenance
4. Experience leading, directing and assisting others in completing facilities and grounds maintenance tasks
5. Possess and maintain a valid Oregon Driver's License

### ESSENTIAL FUNCTIONS:

1. Communicates effectively and appropriately in both oral and written form.
2. Understand and follow oral and written instructions.
3. Manage and direct building maintenance projects with minimal supervision.
4. Operate various custodial, maintenance, and grounds equipment in a safe manner.
5. Monitor and repair various custodial, maintenance, and grounds equipment.
6. Perform basic math necessary to calculate measurements, quantities, etc.
7. Knowledge of methods and use of materials, tools and equipment associated with general building maintenance functions.
8. Conducts training of maintenance/grounds and custodial staff in such areas as safety practices, equipment use, and preventative maintenance programs, etc.
9. Ensures that equipment, supplies and materials are available so that tasks may be completed in a timely and efficient manner.
10. Effects repairs to system components of the physical plant (e.g. door hardware, HVAC and controls, plumbing, masonry, carpentry, electrical, DDC controls, fire alarms, security alarms and sidewalks, fences, roads, etc.) for the purpose of maintaining facilities in a safe and effective operating condition at all times.
11. Repairs and re-keys facility lock systems and maintains all necessary records of current District lock codes.
12. Builds items (e.g. counters, temporary partitions, etc.) for the purpose of modifying and/or adapting facilities to specific needs.

13. Inspects system components of the physical plant and sidewalks, fences, roads, etc. for the purpose of identifying potential repairs and ensures an ongoing program of preventative maintenance.
14. Prepares documentation for the purpose of providing written support and/or conveying information.
15. Responds to emergency situations (e.g. facility damage, damaged playground equipment, roof leaks, fire / security alarms etc.) for the purpose of resolving immediate safety issues.
16. Installs system component parts, playground, classroom, and office equipment for the purpose of maintaining facilities in a safe and effective operating condition.
17. Transports various materials, furnishings, equipment, supplies, waste materials, etc.) for the purpose of providing and/or removing items at school and/or job sites, event functions, etc.
18. Reports safety and fire hazards to the Maintenance Supervisor or Building Administrator promptly.
19. Reports immediately to the Maintenance Supervisor or Facility Administrator and any damage to school property or major repairs needed.
20. Complies with local laws and procedures for storage and disposal of trash, rubbish and waste.
21. Maintains a high level of ethical behavior and confidentiality when dealing with student and staff information.
22. Follows all safety rules and takes all reasonable precautions to provide a safe and secure working environment.
23. Demonstrates support for District Core Values, District Mission, District Strategic Plan.
24. Collaborates and confers with students, parents, colleagues, and community members in a harmonious and respectful manner.
25. Assists parents and community members as needed.
26. Demonstrates an awareness of and sensitivity to multicultural and multilingual values and environments.
27. Complies with professional development activities as required by the District.
28. Holds expectations for high performance of self and students.
29. Demonstrates computer literacy and operates software programs as related to job responsibilities.
30. Maintains accurate, complete, and confidential records as required by law and District policy and regulations.
31. Maintains the integrity of confidential information relating to a student, family, colleague, or district patron, and uses or relays academic, social, or personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.
32. Follows all laws, District policies, rules, regulations, memos, announcements, and reasonable requests by proper authority.
33. Maintains regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.

#### OTHER REQUIRED:

1. Criminal Justice Fingerprint Clearance
2. Possess and maintain a public pesticide applicators license (must obtain within 6 months of employment)

3. The employee is expected to be dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.
4. This position is performed in both an indoors and an outdoors environment.
5. In cases in which the employee is required to travel between sites, the employee is responsible for his/her own travel and will be reimbursed for approval mileage.
6. Possible exposure to bodily fluids due to student or employee illness or injury.
7. Possess and maintain a valid First Aid and/or CPR Card.
8. May be required to translate and/or interpret.
9. May be required to serve as a Designated First Aid Provider.
10. Occasionally performs other duties as required by supervisor

PHYSICAL DEMANDS:

Physical Work Requirements:  Yes  No  
If yes, see addendum to Maintenance II description.

TERMS OF EMPLOYMENT:

Days and hours to be arranged, with salary according to current schedule.

EVALUATION:

Following the probationary period, performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of classified personnel.

EMPLOYEE STATEMENT:

“I have reviewed the above position description and understand its contents.”

“I understand the most recent position description for this position supersedes all prior position descriptions, which are hereby rescinded.”

“I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.”

“I hereby certify that I am able to fulfill the essential functions of the above position.”

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Employee Name (Print)

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Employee Signature

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Date