

MAINTENANCE WORKER – SKILLED (JOURNEYMAN)

Classification: Maintenance

Location: Facility Operations

Reports to: Maintenance Supervisor/Facilities Manager

FLSA Status: Non-Exempt

Bargaining Unit: OSEA

This is a standard position description to be used for positions with similar duties, responsibilities, classification and compensation. Employees assigned to the position description may or may not perform all of the essential functions indicated in this position description

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Part I: Position Summary:

Performs journeyman level maintenance across all trades including plumbing, carpentry, roofing, painting, locksmith, and mechanical equipment. Monitors and inspects the work of service contractors.

Part II: Supervision and Controls over the Work:

Work is performed under the general direction of the Building Lead who assigns work and responsibilities and sets priorities. Employee is expected to independently perform assigned work only seeking the assistance of the supervisor in unusual or difficult situations. Employee plans and performs assigned work with minimum disruption of the education learning environment. The journeyman level Maintenance Worker provides guidance and direction to lower level workers and helpers.

Part III: Major Duties and Responsibilities:

Duties include, but are not limited to the following:

1. Operate hand and power tools in a skilled manner; fabricate material and equipment in workshops.
2. Remodel and construct facilities in accordance with project requirements.
3. Repair windows, doors, screens, floors, floor coverings and painted surfaces.

4. Installs, maintains and repairs all door locks and hardware, create required hard keys and disposed of old keys. Maintain proper records and logs.
5. Exercises knowledge of safety practices and equipment and assures the use of such equipment by self and lower level workers.
6. Analyzes repair and service requirements to determine work needed and whether or not it can be safety and effectively accomplished within existing skills and capability.
7. Develop preliminary cost estimates for installations and repairs that require a higher level of expertise or otherwise exceeds in-house ability.
8. Drive service truck and operate mobile equipment as required; load and unload materials and supplies.

Perform other duties as assigned.

Part IV: Minimum Qualifications:

Incumbents must have successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.

- High School graduation or equivalent.
- Five (5) years verifiable and progressively responsible experience in one or more of the following: journey-level maintenance, carpenter, lock and hardware specialist, painter, plumber, or roofer trades.
- Knowledge of painting, building and roofing materials, door hardware, and plumbing systems.
- Must possess a valid driver license and a safe driving record and be able and willing to operate district owned vehicles. May be required to possess or obtain a Commercial Driver's License.
- Ability to operate power equipment and maintain lift certifications.
- Ability to operate a wide range of power tools and heavy equipment.

Part V: Desired Qualifications:

- Bilingual and bicultural skills.
- Ability to utilize office technology to document assigned work, control inventories, initiate service orders, etc., to include spreadsheet and word processing documents.
- Ability to communicate and maintain good working relations with other staff in a team environment.
- Ability to problem solve effectively.

Part VI: Physical and Environmental Requirements of the Position:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to bend, crawl, sit, talk, move about, hear and speak. May be required to work in restricted spaces, from a prone position, and/or under difficult lighting and access conditions. Noise level may be high when operating power equipment. Employee may be exposed to outside weather conditions especially in emergency repair situations.
- The employee must occasionally lift and/or move up to 50 pounds and greater than 50 pounds using appropriate equipment.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Employee is required to use properly use and update knowledge of safety equipment and processes as is appropriate to the work to prevent injury to self or others. Employee may be exposed to toxic fumes and spills from use of chemicals.