

Rogue River School District #35 – Job Description

JOB TITLE/ASSIGNMENT

EMPLOYER: Rogue River School District No. 35

Board Approved: December 14, 2021

JOB TITLE: Maintenance Assistant

FLSA STATUS: Non-Exempt

REPORTS TO: Supervisor/Director of Maintenance and Facilities

OVERVIEW OF THE POSITION

The Maintenance Assistant position performs a variety of duties in maintenance, construction, and repair, as assigned by the maintenance supervisor.

RESPONSIBILITIES/DUTIES

1. ESSENTIAL FUNCTIONS:

- a. Maintains and makes repairs to building, equipment, furniture, cabinets, and grounds.
- b. Installs recreational equipment and fences.
- c. Digging of ditches, laying pipe, moving bleachers, and hauling rubbish.
- d. Builds forms, mix, pour and finish cement.
- e. Warehouse work, load trucks with supplies, furniture, and/or building materials, and deliver load to destination.
- f. Scrape, sand, fill or in other manner, prepare surfaces for painting, repainting, or staining.
- g. Apply finishes to various surfaces such as wood, metal, glass, plaster, stucco, wall board, brick and cement.
- h. Clean brushes, tools, and other equipment.
- i. Make lock repairs.
- j. Make repairs and adjustments to plumbing equipment and apparatus in school plants, such as replacing broken pipe, cleaning plugged drains, flushing sewer lines, and replacing faucets, washers, and gaskets.
- k. Inspect and maintain ventilating systems to insure proper heat and air flow and check room temperature, service fans, compressors, and pumps, oiling, greasing, packing, and cleaning as required.
- l. Roofing.
- m. Use hand and power tools necessary to perform duties as assigned.
- n. Scheduling, purchasing, inventory, and use of a computer to assist with these duties.
- o. HVAC filter replacement, coil cleaning, and checking and changing belts.
- p. Assisting in custodial responsibilities when necessary.
- q. Take calls and make appointments with contractors.
- r. Check on work when Maintenance Director is absent.
- s. Fill in for custodians when absent and no subs are available.
- t. Daily transports District mail between work sites.
- u. Maintains satisfactory attendance and punctuality.
- v. Ability to work cooperatively with staff, students, and the public.
- w. Strong work ethic.
- x. Complies with local, district, state, and federal laws, policies, and procedures.

Rogue River School District #35 – Job Description

2. OTHER DUTIES

- a. The Maintenance Assistant must maintain and protect the confidentiality of students and families in accordance with FERPA and protect the rights of students to due process, dignity, privacy, and respect.
- b. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's goals.

OCCUPATIONAL CERTIFICATES/LICENSES

Possession of a current Oregon Operator's License or valid state identification card issued by the State Department of Motor Vehicles.

EDUCATIONAL/VOCATIONAL PREPARATION

High school or GED certificate. Experience in building maintenance and/or public works construction. Ability to lay out work and to establish time, tools, and materials needed; demonstrate knowledge and expertise in the basic techniques of electrical repair, maintenance, carpentry, and sometimes grounds maintenance. Knowledge of modern cleaning methods and the use, care and safety of cleaning materials and equipment; requirements for maintaining school buildings, and in some cases, grounds in a safe, clean, and orderly conditions; methods, materials, equipment, and tools used in routine building and grounds maintenance work; operation of heating, cooling, ventilating, plants and equipment.

PHYSICAL DEMANDS

ENDURANCE-OVERALL STRENGTH: Medium Work

Exerts force and/or lifts or carries objects weighing 20 to 50 pounds occasionally, 10 to 25 pounds frequently, and/or greater than negligible amounts up to 10 pounds constantly.

STANDING: Constantly (2/3 or more of the time)

Remain on feet in an upright position at a workstation or moving about from station to station.

WALKING: Constantly (2/3 or more of the time)

Move about on foot.

SITTING: Constantly- (2/3 or more of the time)

Remain in a seated position.

Rogue River School District #35 – Job Description

LIFTING/CARRYING: Frequently (up to 2/3 of the time)

Lift by manually raising or lowering an object from one level to another (including upward pulling), and/or carry (transport) an object, usually holding it in the hands or arms, or on the shoulder.

PUSHING/PULLING: Periodic - Does not occur on every shift

Push by exerting force on an object so that it moves away from the force or worker and/or pull by exerting force on an object so that it moves toward the force or worker.

BENDING/STOOPING: Occasionally (up to 1/2 of the time)

Stoop by bending the body downward or forward by flexing the spine at the waist, and/ or bend by extending the spine backward or from side to side.

REACHING: Frequently (1/3 to 2/3 of the time)

Extend the hands and arms in any direction.

HANDLING: Constantly (2/3 or more of the time)

Seize, hold, grasp, turn, or otherwise work with the hand or hands.

ROTATION: Constantly (2/3 or more of the time)

Twist and turn the spine or a ball and socket joint such as the shoulder or hip.

TALKING: Constantly (2/3 or more of the time)

Express or exchange ideas by means of the spoken word to impart oral information to clients or to the public and convey detailed spoken instructions to other workers accurately, loudly, or quickly.

HEARING: Constantly (2/3 or more of the time)

Perceive the nature of sounds by the ear.

SEEING: Constantly (2/3 or more of the time)

Obtain impressions through the eyes of the shape, size, distance, motion, color, or other characteristics of objects.

SPECIALIZED DEMANDS

DRIVING: Periodic - Does not occur on every shift

A current, valid, and properly classed driver's license is required; driving record must, for a period of three years immediately preceding employment or any date during employment thereafter, be free of any violation for: 1) reckless driving, 2) hit and run, 3) driving under the influence of alcohol or drugs, or 4) more than one moving violation of any other type. Operate motor vehicle, as in a car, van, or truck in the course of one's employment.

VIDEO DISPLAY TERMINALS: Occasionally

Read or obtain information from a monochrome or color video display terminal (computer monitors, cash register terminals, gauges, etc.).

KEYBOARDS: Constantly

Enter data on keyboards (computer, ten key, or customized key pads). Keyboards may include keys

Rogue River School District #35 – Job Description

that have an identical image to the key punched (as in ordinary alpha/numeric personal computer keyboards), or may utilize various symbols to relate or describe items entered.

ENVIRONMENTAL CONDITIONS

LOCATION: Inside/Outside

Work is predominately inside and generally provides protection from weather conditions, but not necessarily from temperature changes.

NOISE/VIBRATION: Constantly (2/3 or more of the time)

Endure sufficient noise, either constant or intermittent, to cause marked distraction or possible injury to the sense of hearing.

LEARNING DEVELOPMENT DEMANDS

REASONING: Intermediate

Apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

MATHEMATICAL: Basic

Add, subtract, multiply, and divide all units of measure. Perform the four operations with common and like decimal fractions. Compute ratio, rate, and percent; draw and interpret bar graphs. Perform arithmetic operations involving monetary units.

READING: General

Read a variety of materials such as novels, magazines, atlases, encyclopedias, safety rules, instructions in the use and maintenance of shop tools and equipment, and methods and procedures in mechanical drawing and layout work.

WRITING: Intermediate

Prepare business letters, expositions, summaries, and reports, using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

SPEAKING: General

Speak before groups with poise, voice control, and confidence, using correct English and well-modulated voice.

TEMPERAMENT REQUIREMENTS

REPETITION

Perform a few routine and uninvolved tasks repeatedly according to set procedures, sequence, or pace

Rogue River School District #35 – Job Description

with little opportunity for diversion or interruption. Interaction with people is included when it is routine, continual, or prescribed.

VARIATION

Make frequent changes of tasks involving different aptitudes, technologies, techniques, procedures, working conditions, physical demands, or degrees of attentiveness without loss of efficiency or composure.

PRECISION

Adhere to and achieve exact levels of performance, using precision measuring instruments, tools, and machines to attain precise dimensions; preparing exact verbal and numerical records; and comply with precise instruments and specifications for materials, methods, procedures, and techniques to attain specified standards.

RELATIONSHIP REQUIREMENTS

PEOPLE: Serving

Attend to the needs or requests of people or the expressed or implicit wishes of people; immediate response is involved. Must be able to establish and maintain harmonious working relationships with fellow employees and the public.

OTHER REQUIREMENTS

THINGS (EQUIPMENT/MACHINERY): Operating-Controlling

Start, stop, control, and adjust the progress of machines or equipment. Operating machines involves setting up and adjusting the machine or materials as the work progresses. Controlling involves observing gauges, dials, etc., and other devices to regulate factors such as pressure, flow, and speed.

I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s). The Rogue River School District #35 will provide reasonable accommodations upon request and as required in accordance with the Americans with Disabilities Act of 1990.

SIGNATURE	DATE
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