

MAINTENANCE WORKER III



Maintenance and Custodial Services Department

Purpose:

The Maintenance Worker III ensures an attractive, sanitary and/or safe facility for students, staff and the public by performing journey level installation, maintenance and repair work on district buildings, grounds, and equipment. The Maintenance Worker III specializes in a trade and operates with expertise and independence as one of the following: *Carpenter, Glazier, Locksmith, Roofer, or Painter; Landscaper/Groundskeeper; HVAC/Plumber; Electrical/Kitchen specialist.*

Reports to: Maintenance Services Supervisor

Indirectly reports to: Maintenance Foreman; Electrical Foreman; Maintenance Leader I or II

Nature & Scope:

The Maintenance Worker III 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 may at times direct the work of a Maintenance Worker I or II or a temporary employee.

Distinguishing Characteristics:

The Maintenance Worker I, Maintenance Worker II, and Maintenance Worker III all ensure an attractive, sanitary and safe facility for students, staff and the public by performing basic repair work as necessary, and maintaining school facilities and grounds in proper working condition. The distinguishing characteristics correspond to the complexity and specificity of skills required.

- The Maintenance Worker I typically performs basic repair, cleaning and maintenance on indoor facilities, and maintenance of fields, landscaped and paved areas on school grounds. The Maintenance Worker I may possess basic certification in a trade and utilize that certification in the course of regular duties.
- The Maintenance Worker II typically performs all duties of a Maintenance Worker I, as well as higher-level or skilled technical tasks, and may possess basic certification in a trade and utilize that certification in the course of regular duties. The Maintenance Worker II may direct the work of the Maintenance Worker I.
- The Maintenance Worker III typically performs all duties of a Maintenance Worker I and Maintenance Worker II, as well as advanced or highly skilled repair, cleaning and maintenance on indoor facilities, and maintenance of fields, playgrounds, landscaped and

paved areas on school grounds. The Maintenance Worker III may direct the work of the Maintenance Worker II and Maintenance Worker I.

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 journey-level building maintenance, repair and/or installation work in one of the following areas of expertise:

Carpentry, Glazing, Locksmithing, Roofing, or Painting

- a. Maintains the physical facilities of the District by performing a wide variety of general upkeep and repair tasks, including but not limited to: replacing light bulbs, ceiling and floor tile replacement, repairing cafeteria tables, roof and drain cleaning and repairs, servicing lock and hardware devices, welding, repairing and replacing window screens, mirror cutting and replacements, lockers, wall repairs including patching and painting, boarding up and replacement of broken or damaged windows.
- b. Moves and delivers furniture, basic preventative maintenance, and care and maintenance of hand and power tools required for the job.

Grounds

- c. 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.
- d. Sprays chemicals as a trainee or licensed pesticide applicator.
- e. Performs concrete work, grading, asphalt repairs, playground repairs, flag pole service, fencing and gate repairs, and drainage systems repairs.
- f. Performs general grounds cleanup, including the removal of rubbish and other debris from fields, parking lots, rooftops, gutters and other outdoor areas.
- g. Maintains the physical condition of outdoor artificial and natural grass sports fields through a series of basic landscaping and repair tasks, including but not limited to: GMAX testing, mowing, trimming, edging, fertilizing, planting, field striping, mechanical grooming, irrigation system installation and repair, field preparation, goal post, backboard and scoreboard maintenance and repairs.
- h. Operates a variety of hand and light power tools, including walk-behind and small riding mowers, power sweepers, chainsaws and blowers. The operator performs general user maintenance on this equipment, including but not limited to: greasing, blade changes, belts, fueling, and maintaining proper oil levels.
- i. Operates large mowers and maintenance equipment.
- j. Removes snow and ice as necessary from parking lots, pathways and other public thoroughways.
- k. Inspects school grounds, athletic fields and other assigned areas, identifies safety hazards and maintenance needs, and reports accordingly.

HVAC/Plumbing

- l. Maintains the physical facilities of the District by performing a wide variety of general upkeep and repair tasks, including but not limited to: Operate, maintain and carry out preventive maintenance of HVAC systems, belt replacements and adjustments, lubrication, filter changes and cleaning.
- m. Repair and/or replacement of flush valves, toilets and faucets, drain clearing and snaking, assist in replacement of hot water heaters.
- n. Performs preventative maintenance work on air compressors including belts, pulleys, lubrication and draining.

Electrical and Kitchen Service

- o. Assists in coil and compressor replacements.
 - p. Assists in service of kitchen equipment and appliances.
3. Operates vehicles, hand and power tools and specialized equipment used in area of assignment.
 4. Responds to facility emergencies during and after shift.
 5. Performs work using high lifts.
 6. Operates both small and large machinery as needed for the Trade. Performs maintenance, preventive maintenance, and upkeep on equipment.
 7. Responds to site administrators and supervisors with professionalism, advising of technical specifications, estimated or actual costs, and timeframe.
 8. Inspects sites of assigned projects to assess products and procedures to be used and develops work plans and objectives.
 9. Coordinates assignments and projects with appropriate personnel and provides on-site direction to other Maintenance Workers when needed.
 10. Manages inventory.
 11. Submits requests for supplies, equipment and personnel.
 12. Updates technical knowledge and skills on a consistent basis.
 13. 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.
 14. 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 must possess equivalent training or experience in a variety of trades, or must possess specialized training in one or more trades, and two years of relevant experience in that trade.
6. In lieu of #5 above, must demonstrate proficiency with the skills, knowledge, and ability commensurate with those qualifications.
7. Must be familiar with methods, materials, equipment and tools used in the incumbent's trade area of expertise.
8. Must demonstrate the ability to operate the equipment required of the job and to solve problems related to equipment operations.
9. Must be able to operate small lift equipment, power and hand tools, and must possess the ability to work from ladders.
10. 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.
11. Must be able to operate walk-behind mowers, "Z" mowers, large production mowers, mechanical edger's, chainsaws, hedge pruners, pole pruners, blowers, chippers, leaf vacuums, compact utility tractors and other landscape equipment.
12. Must possess general knowledge of construction and maintenance including preventive maintenance techniques and systems.
13. Must possess knowledge of construction materials and the ability to read blueprints and other building plans.
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. Upon hire, must demonstrate understanding of basic health standards to comply with District and State regulations and must demonstrate an understanding of safety practices and procedures.
17. Must be able to comply with District and State regulations as they relate to District building and safety standards.
18. Must be able to maintain the physical stamina to perform heavy lifting, prolonged standing, crawling, climbing, and working in various types of weather.
19. Must demonstrate the ability to adhere to safety practices and to comply with District procedures for use of cleaning products and equipment, and/or other hazardous materials.
20. Must demonstrate the ability to follow a set routine at a pace that meets District standards, and must demonstrate the ability to meet deadlines and schedules.
21. Must demonstrate flexibility to changing working environments.
22. Must possess uncorrected or corrected visual acuity of 20/40 in both eyes.

Working Conditions:

The Maintenance Worker III works both indoors and outdoors in all kinds of weather, including in the dark. The work requires regular physical effort and the frequent lifting of moderate to heavy objects. The incumbent may be required to work extended hours in case of emergency, as well as 10 hour days during the summer months.

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. The incumbent will routinely lift up to 55 lbs. by him/herself and lift more than 55 lbs. with assistance.

The work environment is controlled and sometimes quiet, but will also frequently include moderate to loud noise. The work environment includes exposure to fumes, cleaning solvents and vibrations. 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.

Work Year: 12-month.

Bargaining Unit: OSEA

FLSA Status: Non-Exempt

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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.