



South Lane School District

Job Description

Job Title: Maintenance and Grounds II (Skilled)
Assignment: District Maintenance Department
Reports To: Maintenance Supervisor
Evaluated By: Maintenance Supervisor

JOB SUMMARY

Performs skilled and semi-skilled work in the maintenance, construction and repair of buildings, equipment and grounds throughout the District.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other related duties may be assigned.

1. Follows and maintains knowledge of all applicable District policy(ies) and procedures.
2. Maintains boilers, HVAC, pumps, steam lines, steam traps, thermostats, circulation pumps, water pumps, compressors and plumbing ensuring safe and effective operation District wide.
3. Knowledge of applicable codes for electrical and plumbing or willingness to learn.
4. Repairs kitchen/cafeteria equipment including installation, electrical circuits, switches, sinks etc.
5. Scrapes, sands, fills, or in other manners prepares surfaces for painting or repainting.
6. Applies finishes to various surfaces such as wood, metal, glass, plaster, stucco, wall board, brick and cement.
7. Makes 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.
8. Cleans drains, gutters and roofs.
9. Performs routine maintenance on equipment and determines when and what kind of maintenance is needed.
10. Estimates the scope of each work assignment and secures necessary tools and materials to complete the assignment.
11. Repairs doors, walls, ceilings, latches, locks, bleachers, lockers and fences.
12. Performs plumbing, carpentry, and painting as necessary or requested to maintain building effectively.
13. Performs safety inspections and writes reports.
14. Interacts thoughtfully and courteously with students, staff, administrators and parents and resolves conflict in a professional manner.
15. Maintains appropriate certifications and training hours as required.
16. Attends work regularly and is punctual.

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other related duties may be assigned.

1. Answers telephone.
2. Checks e-mail for staff requests.
3. Assists custodial department as necessary.
4. Attends staff meetings and trainings as necessary.
5. Rotates on an on call rotation.

SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** High school diploma or General Education Diploma (GED) required. Associates degree or other technical training strongly preferred or equivalent combination of education and experience. Thorough working knowledge of maintenance methods and materials and the use of maintenance equipment equivalent to that gained in three years of experience. Previous experience working in maintenance positions preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Ability to interact with students and staff appropriately. Creates a warm and welcoming atmosphere for students and staff.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent. Ability to figure proportions, percentages, area, circumference and volume.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to deal with problems involving several variables in a variety of situations.
- **Computer Skills:** General knowledge of computer usage required. Knowledge of interface with computer operated control systems strongly preferred. **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, parents and members of the community and vendors.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District. Must be licensed in one of the following: Carpentry, Plumbing, Electrical, HVAC or any other trade relevant to the maintenance field. Must be able to obtain a valid CPR/First Aid card, a valid Oregon Driver License and Aerial Lift License. Must maintain a good driving record. Previous hazardous communication and asbestos training preferred.

PHYSICAL DEMANDS

The physical demands 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 regularly required to talk or hear. The employee is frequently required to walk; use hands for fine manipulation, handle or feel; reach with hands and arms; stand and stoop, kneel, crouch or crawl. The employee is occasionally required to sit, climb or balance and smell. The employee must regularly lift and/or move up to 50 pounds and occasionally more than 100 pounds.(Two people required when lifting over 50 pounds) Specific vision abilities required by this job include close vision, distance vision, color vision, ability to adjust focus, depth perception and peripheral vision. Demonstrate strength and dexterity to operate maintenance tools and machinery.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually low to moderate, but occasionally high. The employee is exposed to a variety of conditions including: wet or humid, work near moving parts, work in high precarious places, a variety of cleaning agents, some hazardous chemicals, outdoor weather conditions, extreme heat or cold (i.e., freezer, boiler room), risk of electrical shock and vibration.

OTHER

<p>Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable, pursuant to Collective Bargaining Agreement.</p>

Prepared By: CLASS Committee	Prepared Date: March 2014
Reviewed/Adopted By: SLSD School Board	Review Date: June 2014

I have read and understand this job description.

Signature:

Date:
