



## Facilities and Transportation - Facility Maintenance

### Purpose Statement

The role of the Facilities and Transportation (F&T) Facility Maintenance is to provide maintenance services, ensure completion of assigned work order projects, perform various skilled maintenance activities, assist other maintenance workers, and ensure the availability of tools and materials at job sites.

### Supervisory Relationship

Reports to: Director of Facilities and Transportation

### Essential Functions

- **Blueprint Analysis:** Analyze blueprints, schematics, and drawings to determine the efficient installation of new or upgraded systems.
- **Communication:** Attend meetings with principals and staff to maintain communication and resolve safety issues.
- **Estimating:** Estimate labor and materials to obtain necessary resources and assign tasks for job completion.
- **Fabrication:** Fabricate equipment parts to meet specialty needs and replace unavailable parts.
- **Information Sharing:** Inform personnel regarding procedures and work order status to support decision-making, action-taking, and compliance with safety regulations.
- **Installation:** Install a wide variety of materials (e.g., carpet, tile, roofing, cabinetry, drywall, plumbing, insulation, glass, electrical, masonry) to provide enhancements and upgrades.
- **Maintenance:** Maintain vehicles, tools, and equipment to ensure availability in safe operating condition.
- **Routine Maintenance:** Perform routine and preventive maintenance to ensure ongoing functioning of facilities.
- **Skilled Trades:** Perform a variety of skilled trade functions (e.g., plumbing, painting, HVAC, carpentry) to complete projects within established time frames.
- **Documentation:** Prepare written materials (e.g., repair status, activity logs) to document activities and convey information.
- **Repairs:** Repair facilities, equipment, and systems to ensure safe working conditions.
- **Transport:** Transport tools, equipment, and supplies to ensure availability at job sites.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Perform additional duties as assigned to support the effective operation of the work unit.

### Job Requirements: Minimum Qualifications

#### Skills

- Performing skilled maintenance in carpentry, plumbing, and electrical trades.
- Using hand and power tools skillfully and safely.
- Operating a variety of equipment and machinery.
- Operating motor vehicles as necessary.

#### Knowledge

- Methods, practices, equipment, and tools used in various trades, including carpentry, electrical, and plumbing.
- Health and safety regulations.
- Proper methods of storing equipment, materials, and supplies.
- Requirements for maintaining school buildings in a safe, clean, and orderly condition.

**Abilities**

- Schedule activities and meetings.
- Gather and collate data.
- Use job-related equipment effectively.
- Work with diverse individuals and data types.
- Analyze situations accurately and adopt an effective course of action.
- Maintain routine records.
- Understand and follow oral and written directions.
- Establish and maintain effective working relationships.

**Responsibility**

Work under direct supervision using standardized routines. Lead, guide, and coordinate others. Operate within a defined budget. Utilize resources from other work units. Continually impact the organization's services.

**Work Environment:**

Significant lifting, carrying, pushing, and pulling. Frequent climbing, balancing, stooping, kneeling, crouching, and crawling. Significant fine finger dexterity. Generally requires 5% sitting, 50% walking, and 45% standing. Performed under minimal temperature variations with exposure to risk of injury and illness.

**Experience**

Job-related experience is required.

**Education**

High school diploma or equivalent.

**Certificates and Licenses**

Driver's license and evidence of insurability.

**Continuing Education**

Maintains Certificates/Licenses

**Clearances**

Criminal justice fingerprint/background clearance.

**FLSA Status**

Non-Exempt

**Salary Grade**

SP

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