

MAINTENANCE TRAINEE



Maintenance and Custodial Services Department

Purpose:

The Maintenance Trainee participates in a Beaverton School District sponsored Apprenticeship program in the Maintenance Services Department under the guidance of a journey-level tradesperson in their field. This position results in completion of an approved pathway leading to a Limited Maintenance Electrician license for those who participate in the Stationary Engineer or Limited Maintenance Electrician apprenticeship program.

Upon completion of the apprenticeship program, Maintenance Trainees will be transferred to a trade classification associated with their program of study which may include Electrician I or Mechanical Technician. Apprenticeship programs range from two to four years to complete. We expect those who successfully complete the apprenticeship program to continue their professional journey with Beaverton School District for a duration of time equivalent to their apprenticeship to further develop skills, take on new learning opportunities, and contribute to the district's mission.

Reports to: Maintenance Services Supervisor or Electrical Field Supervisor

Indirectly reports to: Journey-level Tradesperson

Nature & Scope:

The trainee's work is overseen by a journey-level tradesperson following standardized routines under general supervision. The nature of the work requires adherence to policies, procedures and regulations to the technical norms of their trade. The incumbent interfaces with school administrators, staff, colleagues, students and visitors.

Distinguishing Characteristics:

The incumbent must be indentured as an apprentice by the Joint Apprenticeship Training Committee as soon as possible after being accepted in one of the apprenticeship programs offered by the Beaverton School District. The Maintenance Trainee is provided on-the-job training by the district and attend program-related courses at Portland Community College.

Essential Job Functions:

1. Conduct 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. Maintain 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.
3. Comply with all requirements set forth in the BSD Apprenticeship Agreement.

4. Ensuring the District's assets are in safe and effective working condition.
5. Performing repair and maintenance on District's assets.
6. Operating vehicles, hand and power tools and other specialized equipment used in the trades, including various types of lift equipment.
7. Evaluating the condition of various systems for defects, fire or other safety hazards and identifies necessary maintenance, repair and/or installation work.
8. Making emergency repairs and troubleshoots malfunctions.
9. Inspecting sites of assigned projects to assess products and procedures to be used and develops work plans and objectives.
10. Scheduling and preparing shop drawings, work plans and cost estimates.
11. Assisting Journey-level Tradespersons in the determining maintenance and repair needs.
12. Submitting requests for supplies, equipment and personnel.
13. Testing and repairing critical systems.
14. Reading and interpreting plans and specifications in accordance with established procedures.
15. Estimating materials and labor required to complete assigned tasks.
16. Submitting requests for supplies, equipment and personnel.
17. Maintaining inventory of materials, equipment and tools.
18. Keeping records of equipment used and work done.
19. Ensuring that all work complies with state and local regulations and conforms to accepted industry practices and established safety standards.
20. Ensuring a safe and accident-free work area.
21. Comply with all procedures outlined in the *Code of Professional Conduct and Annual Notices for Education Practitioners, Teachers, Support Staff, Administrators, Substitutes Handbook*, other Beaverton School District policies and procedures, and all required District and department training.

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:

Candidates should meet the following qualifications.

1. Must be 18 years of age.
2. High School Diploma or GED awarded with scores.
3. Must be able to pass a physical exam.
4. Must be able to pass a criminal background check.
5. Must possess a valid Oregon or Washington driver's license.
6. Must be able to follow instructions and comprehend instructions and on-the-job training.
7. Must read, understand, and follow multi-step written and verbal instructions in English.
8. Must be able to comply with District and State regulations as they relate to District building and safety.
9. Must enroll in an approved apprenticeship program and maintain good academic standing and progress towards completion while employed.

Working Conditions:

The Maintenance Trainee largely works indoors but will also work outside in all kinds of weather, and often in the dark. The Maintenance Trainee's worktime involves undertaking activities of a physical nature. The incumbent will frequently stand, but will also 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, climbing stairs and ladders, sitting, pushing, bending, stooping, and kneeling. The incumbent will routinely lift up to 55lbs, by him/herself and lift more than 55lbs with assistance. The work environment is regularly routine and often quiet, but the work environment will also frequently include moderate to loud noise.

Significant potential hazards include risk of electrical shock. Other potential exposures and hazards include but are not limited to heights, hot surfaces, chemicals, fumes, dirt, communicable diseases, and power/hand---operated equipment and machinery. Regular travel to all District sites will be required. The incumbent may be required to work extended hours in case of emergency.

Work Year: 260 days

Bargaining Unit: OSEA

FLSA Status: Non-Exempt

Date Approved: March 2025

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Beaverton School District does not discriminate in any programs or activities on any basis protected by law, including but not limited to, an individual's actual or perceived race, color, religion, sex, sexual orientation, gender identity, gender expression, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, veteran status, or because of a perceived or actual association with any other persons within these protected classes.