JOB DESCRIPTION

JOB TITLE: Senior Maintenance Worker

Job Family: Maintenance & Operations

Range: 50

Job Purpose Statement/s: The job of "Senior Maintenance Worker" is done for the purpose/s performing skilled work in the maintenance and repair of District buildings, facilities and equipment including general electrical, plumbing, painting, carpentry and locksmith work on buildings, equipment and furnishings at a journey level; work independently; may serve in lead capacity and may be responsible for specific shop area(s).

Essential Job Functions:

* **Performs** a variety of skilled functions involving carpentry, electrical, plumbing, painting and/or mechanical maintenance work in the general servicing of assigned District facilities.
* **Repairs,** installs and maintains electrical equipment, motors, lighting circuits and other types of electric lighting and power equipment.
* **Performs** plumbing repairs, including installation and repair of fixtures, faucets, fountains, valves, toilets and disposals. Unclogs and install sewer lines including digging and covering of holes in sewer lines.
* **Makes** emergency repairs and adjustments to plumbing equipment and apparatus in District buildings.
* **Inspects** boiler controls, valves, switches and water levels.
* **Checks** and repairs ventilating systems to insure proper heat and air flow and assists in preventive maintenance.
* **Welds** pipe, metal framing, structures and metal parts.
* **Mixes,** pours and finishes concrete.
* **Prepares** wood and metal surfaces for painting by sanding, scraping, sandblasting, washing, dusting, filing; applies primers and finishing coats with brushes, spray machines and rollers.
* **Performs** routine oiling, adjusting, cleaning and monitoring of a variety of motorized and mechanical equipment.
* **Performs** carpentry projects including the installation of paneling, windows, doors, partitions, and tile floors.
* **Performs** locksmith, including making keys, repair locks, ordering key blanks.
* **Uses** hand and power tools necessary to perform the duties assigned.
* **Prepares** schedules, records and reports as required.
* **Orders** parts, supplies and equipment.
* **Provides** cost estimates for assigned projects to include time, labor, parts, supplies and equipment upon request.
* **Performs** gardening duties such as planting, watering, trimming and weeding as assigned.
* **May** serve in a lead capacity on designated projects and/or supervise other employees.

Other Job Functions:

* **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
* **Installs** system component parts, playground, classroom and office equipment and facility appurtenances (e.g. sidewalks, fences, roads, etc.) for the purpose of maintaining facilities in a safe, comfortable and operating condition.
* **Transports** materials, furnishings, equipment, supplies, waste materials, etc. for the purpose of providing and/or removing items at school and/or job sites, event functions, etc.

Job Requirements - Qualifications:

* **Experience Required**: Four (4) years prior experience in general construction and maintenance work, including verifiable extensive knowledge of three (3) skilled maintenance trades and general working knowledge of other trades.

* **Skills, Knowledge and/or Abilities Required**:

  Skills to operate hand and power tools used in general maintenance functions, perform basic math to calculate measurements, quantities, etc.

  Knowledge of methods and use of materials, tools and equipment used in general maintenance functions, standards for safe use of equipment. Building construction practices, laws and safety rules related to the construction and repair of public school buildings.

  Abilities to stand for prolonged periods, follow oral and written instructions, work independently with minimal supervision, perform a variety of tasks, understand and carry out oral and written instructions. Significant physical abilities include lifting/carrying/ pushing/pulling, reaching/handling/fingering, talking/hearing conversations, near visual acuity/depth perception. Communicate effectively in both oral and written forms at a level necessary to perform the duties of the position.

* **Education Required**: High School diploma or equivalent.

* **Licenses, Certifications, Bonding, and/or Testing Required**: Valid Driver's License and evidence of insurability, Criminal Justice Fingerprint Clearance, negative pre-employment drug screen test and negative TB test results. Successful completion of District Proficiency Test.