



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

The Bismarck Public School District does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, disability, age, or other status protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. BPS administrative policy AAC (Nondiscrimination and Anti-Harassment) and regulations AAC-AR1 (Discrimination and Harassment Grievance Procedure) and AAC-AR2 (Title IX Sexual Harassment Grievance Procedure) may be reviewed online at <https://www.bismarckschools.org/school-board/district-administrative-policies>. The following person has been designated to handle inquiries regarding the non-discrimination policies and grievance procedures: Stacey Geiger, Human Resource Director/Title IX Coordinator/Section 504 Coordinator 128 Soo Line Drive, Bismarck, ND 58501 Telephone number: (701) 323-4070.