Tigard Tualatin School District 23J

Job Description

Work Year: 260 or 261
Bargaining Unit: OSEA
FLSA Status: Non-exempt
Salary: Range M

JOB TITLE: Maintenance Support (Locksmith)
REPORTS TO: Operations Manager

GENERAL DUTIES SUMMARY:

Under the supervision of the District Operations Manager, ensures the safe operation, timely repair and proper
maintenance of District Operations Staff facilities and supports the District maintenance shop with assigned tasks.

ESSENTIAL DUTIES and RESPONSIBILITIES:

The essential requirements and responsibilities of this position are listed below. Employees in this position must
possess the ability to perform the essential functions of the position with or without accommodation.

- Prepare and maintain detailed key tracking systems for districtwide distribution and tracking of keys.
- Locksmith work including repining, key cutting and impressioning, decoding, master key system setup
- Perform basic, routine preventative maintenance on District equipment
- Perform basic troubleshooting and diagnostic analysis on District equipment under the direction of the allied trade
- Respond and troubleshoot issues with building security as it relates to doors, access hardware, locks and related systems
- Ensure energy conservation practices are in use
- Safely and skillfully operate power and hand tools of the trade
- Understand when and how to use proper PPE (Personal Protective Equipment) to reduce exposure to, but not limited to, blood borne pathogens, heights, chemicals, vehicle safety, propane and other equipment
- Make independent judgments and decisions during the course of assignment completion
- Recognize, identify, and offer solutions to potential safety/emergency issues and situations
- Diagnose and correct problems associated to building construction and design

- Clearly and professionally express concerns, evaluations, or suggestions in writing or verbally to supervisors, contractors, staff members, community members, or fellow workers
- Maintain a safe, clean, and orderly work area and job site including care of tools, equipment, machinery and vehicles
- To work in a multi-task, teamwork environment, supporting a wide range of tasks including but not limited to; plumbing, welding, light to heavy construction, HVAC/R, grounds, carpentry, mechanical, and electrical (if qualified)
- Work independently with written and/ or oral instructions
- Completion of work orders without direct supervision
- Work well with supervision
- Maintain a clean and neat personal appearance; follow District uniform/dress code guidelines
- Regular and punctual attendance
- Comply with District procedures, policies, and safety guidelines

Marginal Duties and Responsibilities:

- Estimate and schedule work completion including but not limited to work schedule, material deliveries, and required man-hours, supplies and parts orders, contracting out options and clean-up
- Make correct purchases for supplies and materials from lists provided by the Operations Staff technicians

QUALIFICATIONS:

Minimum:

- Read and understand blueprints, schematics, and diagrams
- Skills in Mechanical aptitude
- Extreme flexibility that allows both entering and working in confined and restricted spaces
- Follow written or oral instructions with minimal repetition and supervision
- Customer service & interpersonal skills: properly respond to requests, adjust schedules to meet the needs of the building, provide or ask for help to complete tasks/repairs; effectively communicate with students, staff, parents, and community including diverse cultures, backgrounds, and languages; work harmoniously with others
- Must be able to read, write, and/or comprehend Safety Data Sheets (SDS), follow instructions on chemicals, equipment, procedures, schedules, time lines, fill out order forms, accident reports, and any necessary documents to perform the duties in this position
- Hold a current Oregon or Washington Driver's license
- Maintain personal vehicle insurance at all times at a level acceptable to the District; must maintain an acceptable driving record as defined by the District and must be able to be insured by District's vehicle insurance policy
- Hold or acquire upon employment a valid first aid card and maintain throughout employment (as needed)
- All employees must be able to communicate in an effective manner
- Ability to learn and adapt to new programs, operations systems, tools, & procedures; ability to work with minimal supervision
- Interpret a variety of instructions furnished in written, oral, diagram or schedule form.

EDUCATION and EXPERIENCE:

- High School diploma or GED equivalent
- Have or be willing to obtain credentials in lead paint (Renovation, Repair and Painting); CPSI playground inspection; asbestos management as determined by District needs for certain skills
- Experience adequate to meet essential requirements and responsibilities

WORKING CONDITIONS:

- 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.
- Lift individually materials, frequently 10-25 pounds, occasionally 20-50 pounds, and occasionally over 100 pounds
- Discriminate colors for wood working, electrical code work
- Hear safety warnings on equipment and in buildings
- Push and pull materials up to 400 pounds with hand trucks
- Crawling, kneeling and repeated bending occurs frequently in the course of the shift
- Climbing ladders, working on high-reach/scaffolding equipment and working on roofs may occur for extended periods of time
- Walk, stand, bend and stoop for extended periods of time
- Subject to loud noises and dusty conditions working around and with various types of power equipment
- Conditions may include but are not limited to dust, grime, odor, fumes, and moisture
- Subject to extreme weather conditions at certain times of the year
- Repetitive motion is associated with the use of maintenance equipment
- Equilibrium, balance and coordination necessary to climb ladders, drive equipment
- Majority of the shift is spent walking and standing
- Fine motor movements (i.e. lock pins, small auto mechanical parts)
- Exposures to chemicals and electricity may include but are not be limited to solvents, oil-based paints, chemical spills, cleaners and glues

EVALUATION

Performance of this job will be evaluated in accordance with the provisions in the Collective Bargaining Agreement between Tigard-Tualatin School District 23J and Oregon School Employees Association Chapter 51.

TERMS OF EMPLOYMENT

This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position. While it is intended to accurately reflect the position's activities and requirements, the administration reserves the right to modify, add or remove duties and assign duties as necessary that still reflect the essential functions of the department.

Employee Name (print)_____ **Date**_____

Employee Signature _____