



Job Description – Maintenance II

Department: Maintenance

FLSA Status: Non Exempt

Amount of Travel Required: Some Travel required

Pay Grade: 3

Job Status: Full time

Reports To: Facilities Manager

Work Days: 235

POSITION SUMMARY

Perform work involving the skills of two or more maintenance or craft occupations to keep machines, mechanical equipment, or the structure of an establishment in repair. Duties may involve pipe fitting; insulating; welding; machining; carpentry; repairing electrical or mechanical equipment; installing, aligning, and balancing new equipment; and repairing buildings, floors and stairs.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES

- Thorough knowledge of mechanical equipment
- Thorough knowledge of applicable Health & Safety standards, rules and regulations
- Skill in customer and personal service including needs assessment, meeting quality standards
- Skill in effectively planning and organizing custodial activities
- Knowledge of materials, methods and tools involved in the construction or repair of buildings.
- Proficient in English (written and verbal skills)
- Knowledge of relevant equipment, policies, procedures and strategies to promote effective local, state security operations for protection of people, data, property and the facilities.
- Understanding of carpentry, electrical, flooring, plumbing, HVAC, drywall, painting, roofing, custodial & landscaping.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

- Inspect, operate or test machinery or equipment to diagnose machine malfunction.
- Ensure all cleaning and maintenance work is performed in accordance with the federal, state and District Health and Safety regulations.
- Repair or replace defective equipment parts, using hand tools and power tools, and reassemble equipment.
- Ensure cleanliness and proper maintenance of the building and grounds.
- Perform routine preventive maintenance to ensure that equipment continues to run smoothly, building systems operate efficiently, or the physical condition of buildings does not deteriorate.
- Operate and maintain the lighting, heating, and ventilation systems, plumbing, lawn equipment, play areas and sports fields based on District guidelines.
- Use tools ranging from common hand and power tools, such as hammers, saws, drills, and wrenches to precision measuring instruments an electrical and electronic testing devices.
- Ensure all District standards are maintained or exceeded.
- Report to work in a timely manner according assigned schedule
- Perform other related duties (landscaping of campuses) as assigned by the school management.
- Continuing education to maintain certification and or credentials.

POSITION QUALIFICATIONS

Competency Statement(s)

- Accountability - Ability to accept responsibility and account for his/her actions.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Diversity Oriented - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.
- Friendly - Ability to exhibit a cheerful demeanor toward others.
- Loyal - The trait of feeling a duty to the employer.
- Reliability - The trait of being dependable and trustworthy.
- Responsible - Ability to be held accountable or answerable for one's conduct.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety.

Education

Minimum High School Diploma
 One skilled certification/license
 ie. Electrical, HVAC, Plumbing

Experience

Three (3) years maintenance experience (school district experience preferred)

PHYSICAL DEMANDS

Ability to lift and/or carry moderate weight (15-44 pounds), sit, stand, walk, climb stairs or ladder, reach, repetitive hand motions, hear, speak, some travel within the District and occasionally outside the district/county, may experience prolonged and irregular work hours, and work with frequent interruptions

WORK ENVIRONMENT - Inside and outside environment. Climbs ladders, work in high places, work in cramped quarters and under buildings and distinguish primary colors. Work in inclement weather. Demanding physical conditions. Must be able to work with potentially hazardous materials in a safe manner and safely perform required duties in potentially hazardous environments.

Approval Signature: _____ Date: _____

Employee Signature: _____ Date: _____

Job Code: 420-51-6129-00-999-599-000

The School of Excellence in Education has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the District reserves the right to change this job description and/or assign tasks for the employee to perform, as the District may deem appropriate.