



Position Title: **Maintenance I**

Department: Maintenance

Reports To: Maintenance and Facilities Manager

SUMMARY: Responsible for basic maintenance and repair of district facilities. The maintenance I position works in close association with maintenance II, custodians, and grounds personnel, and directly under the supervision of the maintenance and facilities manager. This position involves working at all locations in the district.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned.

1. Performs general maintenance and labor tasks daily as outlined by the maintenance supervisor
2. Inspects, reports, records, and repairs safety related problems regarding facilities
3. Cleans and maintains workplace, vehicles, and equipment in a safe environment
4. Transports equipment, chairs, and furniture between buildings
5. Operates power equipment, and electrically driven tools for maintenance repair
6. Performs basic plumbing, HVAC, irrigation, carpentry, masonry, painting, and construction tasks
7. Participates in snow removal projects during winter months
8. Maintains facility mechanical systems
9. Operates district maintenance vehicles and attached equipment
10. Respond to police calls on vandalism during off school hours
11. Corresponds with district staff and stakeholders via email
12. May be asked to translate, if applicable
13. Performs other tasks and operations as assigned
14. Maintain regular on-time attendance

SUPERVISORY RESPONSIBILITIES: None

QUALIFICATION REQUIREMENTS: Oregon recognized driver license. Ability to resource and effectively utilize problem solving techniques. Ability to read, write, and analyze technical documents and manuals. Ability to cooperate and communicate effectively with co-workers and educational staff. Ability to use hand tools, power equipment, and perform heavy manual labor. Basic working knowledge of general building-trade skills. Ability to operate trucks and tractors. Minimum of one (1) year experience in general building care and maintenance.

EDUCATION and/or EXPERIENCE: High school diploma or equivalent.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to read and

comprehend simple instructions, short correspondence, and memos. Ability to write routine reports, and business correspondence. Ability to speak effectively before groups of customers or employees of organization. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to speak effectively with other employees and/or students. Ability to present information in one-on-one and small group situations to customers, clients, other employees, and/or students. Ability to speak and present effectively before vendors, administration staff. Ability to effectively present information and respond to questions from groups of administrators, managers, employees, clients, customers, and/or the general public. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to administrators and Board of Education.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Ability to add and subtract two digit numbers and to divide with 10's and 100's. Ability to apply basic arithmetic calculations using units of American money, weight measurements, volume and distance. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio and percent. Ability to calculate figures and amounts such as discounts, interests, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

REASONING ABILITY: Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. Ability to define problems, collect data, establish facts, and draw valid conclusions.

OTHER SKILLS and ABILITIES: Ability to operate office machines and computer and related software. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies. Ability to handle a variety of duties all at once.

PHYSICAL REQUIREMENTS: Use of both hands in difficult body positions for operation of tools and equipment. Climb ladders and operate lifts in high places. Perform duties outdoors in winter and summer temperature extremes. Work near mechanical equipment with moderate noise levels. Stand/Walk/Sit 4-6 hours. Ability to lift and carry items 50 lbs. Occasionally the employee will be required to lift or move objects up to 90 lbs.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in temperatures above 100° and below 32° and occasionally will walk on slippery surfaces. The employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The noise level in the work environment is frequently loud to where you have to raise your voice to be heard. The employee has a greater than average risk of getting a minor injury such as cut or burn while performing the duties of this job.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed by this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

I have read and understand this job description.

Signature

Date