



Asst 4 / Maint

Purpose Statement

The job of Asst 4 / Maint is done for the purpose/s of performing a variety of maintenance duties in District facilities; ensuring the completion of work orders as assigned; assisting with the timely completion of facilities maintenance projects; supervising unskilled assistants; ensuring completion of assigned work order projects; performing a wide variety of maintenance activities; assisting other maintenance workers; and ensuring that tools and materials are available at job site.

This job reports to Director of Maintenance

Essential Functions

- Assists in various projects (e.g. painting, remodeling, laying carpet, etc.) for the purpose of providing help in facility enhancements and/or upgrades.
- Builds various items (e.g. walls, roofs, cabinets, etc.) for the purpose of providing enhancements and/or upgrades.
- Informs personnel regarding procedures and/or status of work orders for the purpose of providing information for making decisions, taking appropriate action and/or complying with building and safety regulations.
- Installs a wide variety of materials and/or systems (e.g. heating, tile, roofing, cabinetry, drywall, plumbing, insulation, glass, electrical, masonry, new equipment, etc.) for the purpose of providing enhancements and/or upgrades.
- Maintains tools and equipment for the purpose of ensuring availability in safe operating condition.
- Performs routine and preventive maintenance for the purpose of ensuring the ongoing functioning of facilities.
- Performs a variety of skilled trade functions (e.g. plumbing, painting, HVAC, carpentry, etc.) for the purpose of completing projects within established time frames.
- Prepares written materials (e.g. repair status, activity logs, etc.) for the purpose of documenting activities and/or conveying information.
- Repairs facilities, equipment and systems (e.g. plumbing systems, refrigeration systems, electrical systems, water heating and steam heating systems, etc.) for the purpose of ensuring a safe working condition.
- Transports a variety of tools, equipment and supplies for the purpose of ensuring the availability of materials required at job site.

Other Functions

- Attends meetings for the purpose of conveying and/or gathering information required to perform functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: performing skilled maintenance involving the carpentry, plumbing and electrical trades; using hand and power tools skillfully and safely; operating a variety of equipment and machinery such as various saws, planes, drill presses, sanders, jack hammers, drills, sandblasters and forklifts; and operating a motor vehicles as necessary.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: 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; and requirements of maintaining school buildings in a safe, clean and orderly condition.

ABILITY is required to schedule activities; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: understanding and following oral and written directions; establishing and maintaining effective working relationships with others; analyzing situations accurately and adopting an effective course of action; and maintaining routine records.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, significant climbing and balancing, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 45% walking, and 45% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience is desired.

Education: High school diploma or equivalent.

Equivalency:

Required Testing

Pre-Employment Proficiency Test

Certificates and Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Lane 4