



Skilled Maint 6 / 9-12 Maint

Purpose Statement

The job of Skilled Maint 6 / 9-12 Maint is done for the purpose/s of maintaining and repairing high school building interior and exterior systems; maintaining general plumbing and electrical/lighting systems; maintaining general boiler operation; performing preventative maintenance on HVAC systems (filters, lubing, cleaning, etc.) completion of projects in accordance with trade standards; providing information on the proper uses of equipment; ; monitoring, programming, and maintaining equipment systems; performing architectural, nonstructural items duties (painting, flooring, drywall, ceiling tile, bathroom accessories, nonstructural seismic bracing, brick and tile, windows, general roof inspections, etc.)and supporting other skilled trades in completing work assignments. If properly trained and approved, this position may assist with HVAC controls, thermostats, computer settings, etc. This position does not including asbestos abatement; major plumbing, electrical and HVAC repairs; or doors and locks. Will be assisted by District Maintenance Personnel as needed.

This job is distinguished from similar jobs by the following characteristics: Works exclusively at a high school site.

This job reports to Director of Facilities and Maintenance

Essential Functions

- Analyzes blue prints, schematics, and drawings and facilities for the purpose of identifying the location of facility systems in order to install, repair, or replace.
- Confers with immediate supervisor and assists with the coordination of day to day maintenance activities for the purpose of ensuring the proper and efficient maintenance and repair of high school facilities.
- Coordinates with other personnel (e.g. administration, other skilled maintenance and trades employees, custodians, outside contractors, etc.) for the purpose of completing projects and work orders effectively and efficiently.
- Estimates materials and/or equipment needed to compete work projects for the purpose of ensuring timely completion of projects.
- Implements assigned programs and/or projects (e.g. inspection schedules, preventive maintenance programs, etc.) for the purpose of conforming to established guidelines.
- Informs supervisors regarding procedures and/or status of work orders for the purpose of providing information for decisions making, taking appropriate action and/or complying with health and safety regulations.
- Maintains a variety of electronic and written files and records (e.g. time sheets, inventory, work orders, labor/material estimates, equipment repair manuals, etc.) for the purpose of providing an up to date reference and audit trail.
- Maintains tools and equipment for the purpose of ensuring availability in safe operating condition.
- Oversees exterior and interior maintenance projects (e.g. painting, flooring, drywall, ceiling tile, bathroom accessories, nonstructural seismic bracing, brick, tile, windows, and general roof inspections, etc.) for the purpose of ensuring a safe, attractive and well maintained physical facility in compliance with laws and regulations.
- Participates in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform job functions.

- Performs routine and preventive maintenance for the purpose of ensuring the ongoing functioning of faulty systems.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Procures equipment and supplies for the purpose of maintaining availability of required items in order to complete jobs efficiently.
- Recommends plans, policies, procedures and/or specific actions for the purpose of addressing department goals, objectives and work-related needs.
- Repairs building exterior and interior systems (e.g. general plumbing and electrical/lighting systems; general boiler operation, preventative maintenance to HVAC systems, etc.) for the purpose of providing a optimum physical learning environment.
- Responds to emergency situations during and after hours for the purpose of resolving immediate safety concerns.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical 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: administer first aid, leadership, guiding others, handling hazardous materials, managing projects/programs, managing staff/performance, operating equipment, problem solving, training, supervision, use of technology.

KNOWLEDGE is required to perform algebra and/or geometry; 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: safety practices, codes/laws/rules/regulations/policies, health standards, industrial cleaning practices, material handling techniques, safety practices.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; 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: communication with persons of diverse, backgrounds/knowledge/skills, adaptability/flexibility, dealing with frequent interruptions, decision making, detail oriented, innovation, mechanical aptitude, meeting schedules/deadlines, multi-tasking, organizing, physical stamina, prioritization, reliability, teamwork, working extended hours.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual 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 5% sitting, 35% walking, and 60% standing. The job is performed under temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience with increasing levels of responsibility is required.

Education: Targeted, job related education with study in job-related area.

Equivalency:

Required Testing

Pre-employment Physical Exam

Continuing Educ. / Training

Occasionally as needed to perform changing essential functions of position

Certificates and Licenses

Certifications in refrigerants, electrical systems, computer automation, and/or other mechanical systems preferred.

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Lane 6