



Skilled Maint 6 / General

Purpose Statement

The job of Skilled Maint 6 / General is done for the purpose/s of coordinating and providing facility maintenance services with specific responsibility for guiding assigned workers; ensuring completion of projects in accordance with trade standards; providing information on the proper uses of equipment; identifying repair and/or replacement needs; monitoring, programming, and maintaining equipment systems; providing information on the operation of systems; and supporting other skilled trades in completing work assignments.

This job reports to Director of Facilities and Maintenance

Essential Functions

- Analyzes blue prints, schematics, and drawings and facilities for the purpose of identifying locating and abating asbestos or other hazardous materials.
- Assists other Skilled Maintenance and Trades personnel, especially HVAC, for the purpose of ensuring that projects and work orders are completed in an effective and efficient manner.
- Completes Setup and clean up of District conference/meeting facilities (e.g. PDC, GLC, etc.) for the purpose of ensuring that rooms are adequately arranged and equipped prior to conferences, training, and meetings.
- 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 District buildings, facilities and grounds.
- 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 complete 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 personnel 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.
- Inspects completed work (e.g. heating units, building exhaust fans, ventilation units, electrical connections, etc.) for the purpose of ensuring quality of work standards are met and identifying preventive maintenance requirements.
- Installs equipment and systems for the purpose of providing enhanced and/or upgraded physical plant capabilities.
- Maintains vehicle, tools and equipment for the purpose of ensuring availability in safe operating condition.
- 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.

- Monitors contract work for the purpose of ensuring contract terms are fulfilled and work standards are met.
- Oversees assigned personnel and the day to day activities and operations (e.g. painters, subcontractors, maintenance assistants, etc.) for the purpose of ensuring that assignments are completed in a safe, proper and timely manner and maximizing the efficiency of the workforce.
- Oversees exterior and interior painting projects in all District K-8 buildings for the purpose of ensuring attractive and well maintained physical facilities.
- Oversees the repair, removal and installation of flooring in District facilities for the purpose of ensuring an attractive, functional, and safe learning/work environment.
- 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 facilities 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 and maintains the exteriors of District facilities (e.g. (exterior finishes, roofing, stairs and handrails, windows, etc.), etc.) for the purpose of ensuring attractive, safe, and compliant physical facilities.
- Repairs equipment systems and components and replaces obsolete equipment for the purpose of providing an optimum physical learning environment.
- Responds to emergency situations during and after hours for the purpose of resolving immediate safety concerns.
- Serves as the EPA compliance officer for the purpose of ensuring compliance with Federal, State, and Local EPA standards and guidelines.
- Substitutes for custodial or maintenance staff as needed for the purpose of to eliminate disruption to the physical learning/working environment.
- Trains assigned personnel on procedures used for equipment repair for the purpose of developing their professional and safety awareness skills.
- Transports a variety of tools, equipment and supplies for the purpose of ensuring the availability of materials required at job site.

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 and/or collate 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

Certificates and Licenses

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

Continuing Educ. / Training

Occasionally as needed to perform changing essential functions of position

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Lane 6