

North Wasco County School District
Job Description – Classified – Maintenance I

Title: Maintenance I
Classification: Classified/ESP
Reports To: Facilities Supervisor/Director
Work Year 260 Days/Year

Job Purpose Statement/s:

This is an entry level in the Maintenance worker class series. Positions at this level usually assist in the performance of the most basic of custodial, maintenance and grounds duties required of the Maintenance worker positions, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. This position receives general direction from Maintenance II, III, and supervision from Facilities Supervisor/Facilities Director.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

- Knowledge of current cleaning methods and the use and care of cleaning materials and equipment.
- Knowledge of maintenance requirements for keeping schools and district facilities and grounds in a safe, clean, and orderly condition.
- Knowledge of methods, materials, equipment, and tools used in routine building and grounds maintenance.
- Knowledge of current safety and sanitation practices.
- Ability to learn the operation of equipment and tools used in the work, as required by the position.
- Ability to learn how to properly deal with bodily fluid spills, including human and animal waste.
- Must be computer literate and have the ability to access the internet and utilize email.

Education/Experience:

- Any combination of education, training, and experience which demonstrates ability to perform the duties and responsibilities as described within this job description.
- Must hold a current recognized first aid card or be willing to obtain same if directed by the district under ORS 342.664 (2).

Language Skills:

- It is essential to read and interpret documents written in English such as safety rules, operating and maintenance instructions and procedure manuals. It is essential to speak English effectively to individuals or small groups, and to write simple correspondence or memos.

Mathematical Skills:

- 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.

Reading Ability:

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

Reasoning Ability:

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

Certificates and Licenses:

- Must have a current Oregon/Washington driver's license and have an acceptable driving record.
- Ability to obtain or complete the following: forklift, pesticides, asbestos, blood borne pathogens, CPR and first aid training and safety classes.
- Ability to perform the physical requirements of the position, as certified by a physician.

Essential Duties and Responsibilities

- The duties and responsibilities listed below are illustrative only and are not meant to be a full and exhaustive listing of all of the duties and responsibilities of the classification.

Custodial:

- Perform basic cleaning duties to provide an attractive, clean and sanitary physical environment.
- Provide routine custodial care for district facilities including, but not limited to, dusting, vacuuming, washing windows, washing floors, picking up trash, cleaning restrooms, etc.
- Perform a variety of tasks including, but not limited to, moving or setting up furniture, snow removal, sweeping walkways, bathroom checks, waxing floors, and/or other miscellaneous cleanup.
- Meet cleanliness and sanitation standards in assigned areas.
- Restock utility closets and custodial cart.
- Ensure that buildings are secured at end of shift according to facility procedures.
- Remains on the school premises during non-school hours when the use of the building has been authorized and his/her attendance is required by the principal.
- Maintains equipment used in the course of work.

Maintenance:

- Assist Maintenance II, III workers in carpentry, glazing, electrical, plumbing, painting, masonry, replacement, remodeling, projects, and other tasks, as assigned.
- Removes snow and ice from walkways as required by weather conditions.

Grounds

- Maintains grounds in clean and orderly manner including mowing, trimming, weeding, plant replacement, cleans grounds equipment.
- Other duties as assigned

Workplace Expectations:

- Work effectively with and respond to people from diverse cultures or backgrounds.
- Demonstrate professionalism and appropriate judgment in behavior, speech and dress in a neat, clean and appropriate professional manner for the assignment and work setting.
- Have regular and punctual attendance.
- Confer regularly with other licensed staff and immediate supervisor.
- Follow all District policies, work procedures and reasonable requests by proper authority.
- Maintain the integrity of confidential information relating to a student, family, colleague or District patron.
- Cultivate and model a respectful working and learning environment.

Work Environment:

North Wasco County School District is an equal opportunity/affirmative action employer committed to workforce diversity and compliance with the Americans with Disabilities Act

Updated November 18, 2016

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

While performing the duties of this job, the employee is regularly exposed to toxic or caustic chemicals. The employee is frequently exposed to wet and/or humid conditions. The employee is occasionally exposed to high, precarious places, fumes or airborne particles, outside weather conditions, and vibration. The noise level in the work environment is usually moderate.

Physical Requirements:

1. In an eight-hour day employee may:

a. Stand/Walk	<input type="checkbox"/> None	<input type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 4-6 hrs	<input checked="" type="checkbox"/> 6-8 hrs
b. Sit	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input checked="" type="checkbox"/> 3-5 hrs	<input type="checkbox"/> 5-8 hrs
c. Drive	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input checked="" type="checkbox"/> 5-8 hrs

2. Employee may use hands for repetitive:

<input checked="" type="checkbox"/> Single Grasping	<input type="checkbox"/> Pushing and Pulling	<input checked="" type="checkbox"/> Fine Manipulation
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3. Employee may use feet for repetitive movement as in operating foot controls:

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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4. Employee may need to:

a. Bend	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
b. Squat	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
c. Climb Stairs	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
d. Lift	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all

5. Lifting:

<input type="checkbox"/> Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
<input type="checkbox"/> Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
<input type="checkbox"/> Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
<input checked="" type="checkbox"/> Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
<input type="checkbox"/> Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Mandatory Child Abuse Reporting: As a mandatory reporter (ORS.419b.010) you are required to immediately report to Law Enforcement and or Department of Human Services, any instances of suspected child abuse.

EMPLOYEE STATEMENT:

"I have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file. I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents.

I hereby certify that I possess the physical and mental ability to fulfill the essential responsibilities of the above position with or without reasonable accommodation(s). If I require accommodations(s) in order to fulfill any or all of these responsibilities, I agree to provide information to the District regarding the requested accommodation(s)."

Print Name

Employee Signature

Date