

North Wasco County School District
Job Description – Classified – Maintenance III – Special Licenses

Title: Maintenance III – Special Licenses
Classification: Classified/ESP
Reports To: Facilities Supervisor/Director
Work Year 260 Days/Year

Job Purpose Statement/s:

This is an advanced level in the Maintenance worker class series. Positions at this level perform a variety of work in the general maintenance and repair of buildings, grounds, facilities and equipment, with specialized maintenance and repair as needed according to the licenses and training held. Directing the work of Maintenance I and II positions is a requirement of this position. This position receives supervision from Facilities Supervisor/Facilities Director.

Qualifications:

- 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.

Essential Duties and Responsibilities:

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 and are not meant to be a full and exhaustive listing of all the duties and responsibilities for the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

Maintenance:

- Maintains and makes repairs to facilities, equipment, furniture, and cabinets as indicated on specific work orders.
- Uses hand and power tools necessary to perform the duties in a safe manner.
- Directs Maintenance I and Maintenance II workers to perform plumbing, painting, carpentry and/or construction work and repair.
- Performs a variety of work in the maintenance and repair of buildings and at various facilities/sites including carpentry, electrical, plumbing, glazier, masonry and painting.
- Assists in the development of plans and specifications.
- Estimates materials and labor requirement to complete assigned tasks.
- Maintains accurate records of work orders, equipment, tools, materials, and supplies.
- Operates various types of automotive equipment.
- Loads trucks or vans with furniture, building materials or supplies and delivers to destination.
- Assures that tools and equipment are accounted for, cleaned, repaired and maintained.
- Assists in maintaining an inventory of materials, equipment and tools necessary to accomplish various assigned jobs.
- Maintains a positive and effective working relationship with staff, students, parents and the general public.
- Follows prescribed procedures for using equipment, tools and cleaning materials.

Grounds:

- Performs building and grounds work as determined by work order.
- Maintains lawns and grounds by using hand mowers, tractor-pulled gang mowers, sod cutters, edgers, fertilizer spreaders, and other power or hand tools.

- Performs preventative maintenance such as greasing and oiling mowers, tractors and attachments, chain saws and other equipment.
- Installs and repairs irrigation sprinkler systems including water lines, sprinkler heads, automatic valves and automatic time clocks.
- Installs, replaces, repairs and inspects playground and athletic equipment and facilities.
- Performs routine maintenance work such as installing fences, digging ditches, laying pipe, moving bleachers, and hauling garbage.
- Prepares athletics fields for scheduled competitions.
- Cleans and maintains sidewalks, parking lots and roadways.
- Assures completion of emergency jobs after normal working hours.
- Uses hand and power tools necessary to perform the duties in a safe manner.
- Estimates materials and labor requirements to complete assigned tasks.
- Maintains accurate records of work orders, equipment, tools, materials and supplies.
- Operates light gas or diesel powered equipment, such as light truck, tractor, front-end loaders, rototiller.
- Operates tractor-mounted blade and backhoe to dig, backfill and level areas.
- Builds forms; mixes, pours and finishes concrete surfaces for foundations, walls, and drains.
- Installs and repairs concrete blocks, bricks and stones.
- Removes snow from sidewalks and parking areas using shovel, tractor mounted blade, or pick-up truck with blade; spreads sand.

General:

- Meets and assists members of the staff, students and public who have permission to use the facilities.
- Maintains a positive and effective working relationship with staff, students, parents and the general public.
- Follows prescribed procedures for using equipment, tools and cleaning materials.
- Other duties as assigned.

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. Experience towing trailers up to 20' long desired.
- Must complete the following trainings: forklift, pesticides, asbestos, lead paint, blood borne pathogens, CPR and first aid training and safety classes.

- Must hold one or more of the following: Public Pesticide Applicator's License, Limited Building Maintenance Electrician License, or Limited Maintenance Electrician License.
- Ability to obtain or complete the following: Ability to obtain the following: Integrated Pest Management experience or training, Lead Paint Certified Renovator, Asbestos Certified Abatement Worker, Oregon Locksmith Certification, Low Pressure Boiler Operation Training, Limited Building Maintenance Electrician, Limited Maintenance Electrician, Licensed Arborist, Licensed in any skilled trade, Building Operator Certificate Level 1, Building Operator Certificate Level 2
- Ability to perform the physical requirements of the position, as certified by a physician.

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:

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:

- 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
- Employee may use hands for repetitive:

<input checked="" type="checkbox"/> Single Grasping	<input checked="" type="checkbox"/> Pushing and Pulling	<input checked="" type="checkbox"/> Fine Manipulation
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- 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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- 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
- 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.

- { } Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
- {x} Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
- { } 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