



David Douglas School District #40 Classified Job Description

MAINTENANCE IV – GENERAL MAINTENANCE

Schedule: 8 hours per day / 12 months per year
Class: 17, starts at \$ 20.11 per hour
Starting Date:

POSITION PURPOSE

- To contribute to an effective school maintenance program through providing prompt, efficient and safe maintenance and repair of district facilities. The work is performed under the direct supervision of the Maintenance Supervisor.

NATURE AND SCOPE OF RESPONSIBILITIES

- Performs semi-skilled work in the construction, repair and maintenance of all schools, buildings, furniture, equipment, and properties owned and/or operated by the district in trade areas such as but not limited to carpentry, plumbing, heating, mechanics, plastering, roofing, glazing, masonry, metal fabrication, and welding.
- Work involves the performance of a variety of tasks requiring the use of mechanical craft tools and materials. Knowledge of mechanical craft principles is involved. However, the skill requirement is less than that of a journeyman.
- Responsible for operating power tools, equipment and vehicles in a safe and efficient manner.
- Completes work order requests for repairs and maintenance services as assigned by supervisor. Ensures work is completed correctly, updates completed work orders with service and cost information, and effectively communicates status to customers.
- Moves furniture and equipment
- Maintains stock of required supplies to allow timely and efficient performance of preventative maintenance items.
- Ability to work as part of a maintenance team; performs cross-trade assignments.
- Operates an assigned District vehicle and is responsible for the proper maintenance and safe operation of that vehicle.
- Attends regular staff meetings and participates in problem solving and discussions of systems and project related issues.
- Assists maintenance team for emergency and on call situations such as snow days
- Perform other duties as assigned.

EXAMPLES OF WORK: Maintenance worker IV classification may perform work such as, but not limited to, the following:

- Replacing and repairing windows and sashes
- Applying new roofing materials, repairing old roofs, gutters and down-spouts
- Building or repairing cabinets, bookcases and shelving
- Installing white and cork boards, mirrors
- Making structural and cosmetic repairs and improvements to district buildings
- Repairing plaster, finishes concrete
- Performing key and lock work
- Painting
- Repairing district furniture and equipment including, but not limited to, desks, chairs, tables, cabinets, playground equipment, athletic equipment, gates, railings, and grounds equipment
- Repairing gates, railings
- Welding and metal fabrication, such as repairing cafeteria tables, desks, bicycle racks
- Replacing basins and sinks
- Snaking drains and minor plumbing repairs

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QUALIFICATIONS

- High School diploma or equivalent
- A valid Oregon driver's license - must drive to various district locations
- 21 years of age or older and related work experience
- Knowledge of methods, practices and tools of one or more mechanical craft
- Knowledge of local and state codes where applicable and occupational safety precautions
- Experience in carpentry and cabinet making
- Experience in welding and metal fabrication
- Ability to read blueprints and as-built drawings
- Possess skill in the use of tools and equipment of the trades
- Thorough knowledge of safety and accident prevention measures and knowledge of occupational hazards of the trades
- Basic to Intermediate technological skills required providing the ability to enter, revise, organize and retrieve information from computer systems; will use computerized work order system on a daily basis
- Ability to understand and follow oral and written instructions with limited supervision
- Ability to troubleshoot/problem-solve independently
- Ability to exercise confidentiality, tact, diplomacy and independent judgment in performance of duties
- Ability to work cooperatively and harmoniously with others and as part of a team
- Ability to communicate effectively, both orally and in writing
- Excellent attendance, work ethic and pride in job performance essential
- Knowledge of principles and practices of work coordination and simplification and ability to develop and implement work schedules
- Self-starter with proven analytical and problem-solving skills
- Valid driver's license and evidence of insurability required and must be maintained

ESSENTIAL PHYSICAL REQUIREMENTS

Moderate to extensive degree of physical stamina and frequent lifting up to 50 pounds and occasional lifting of up to 100 pounds. Ability to climb ladders and scaffolding, work from heights, crawl through tunnels to make repairs, stretch and bend to perform such duties as cleaning, repairing and general maintenance. Ability to work outside year around. Shall be physically capable of performing all necessary tasks: stooping, reaching, pushing, pulling, climbing, lifting and crawling. Frequent and prolonged standing, walking and bending. Ability to move freely around the school buildings and grounds. Exposure to chemicals, dirt, dust, smoke, fumes, paint, noise and activity of a school setting.

David Douglas School District Drug Testing and Criminal Background check

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.