



David Douglas School District #40

Classified Job Description

MAINTENANCE V - LEAD REPAIR

Schedule: 12 months per year
Class: 18

POSITION PURPOSE

To expedite the repair and maintenance of district technology, electric equipment, and electronic systems. To assist in the district's overall maintenance operations.

NATURE AND SCOPE OF RESPONSIBILITIES

- Plan, supervise, and carry out repair and maintenance of technology, electric equipment, and electronic systems, including but not limited to: computers, printers, VCRs, projectors, radios, fire alarm systems, intercommunication systems, and bell and clock circuits
- Log in, analyze and repair audio-visual equipment sent in by schools for service
- Install and maintain wiring for fire alarm systems, clock systems, and intercom systems
- Order and maintain inventory of parts for repairing equipment as needed
- Maintain an inventory of district AV equipment
- Direct and coordinate activities of the AV department
- Assist other trades and maintenance personnel as requested
- Perform cross-trade assignments to assist the district's overall maintenance operations
- Perform other duties, as assigned

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, preferably supplemented by supervisory experience
- Knowledge of repair and adjustment of electronic and mechanical equipment
- Knowledge of operation and repair of bell, clock, and fire alarm circuits
- Familiarity with computer software and operating systems as well as hardware
- Knowledge of occupational hazards and safety precautions of the trades
- Skill in the use of the tools and equipment of the trade
- Ability to work harmoniously with others and communicate effectively, both orally and in writing

ESSENTIAL PHYSICAL REQUIREMENTS

Moderate to extensive degree of physical stamina and the ability to climb, work from scaffolding and ladders, crawl through tunnels to reach and repair wiring. Ability to lift and set up scaffolding, and lift and manipulate AV equipment (frequently lifting up to 50 pounds, and occasionally lifting up to 100 pounds). Ability to identify color coding on wires and resistors

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.