

**Hood River County School District
Job Description**

Job Title: Maintenance I Specialist
Reports To: Operations Director
FLSA Status: Non-Exempt
Classification: Classified Employee
Contract Days: 260

JOB SUMMARY

With supervision, the Maintenance I Specialist performs a variety of semi-skilled duties in the maintenance, construction, and repair of the District's facilities. This work is done for the purpose/s of maintaining facilities in safe operating condition; maintaining a preventive maintenance program; and resolving immediate operational and/or safety concerns. The position requires both working independently and cooperatively as a team. In all aspects of work, performs tasks with minimal disruption to student learning.

This is the first level in a skilled facilities maintenance worker series requiring general facilities maintenance skills with proficiency in at least one facilities maintenance trade. The position requires advanced organizational skills and the ability to manage several assignments simultaneously. This position is supervised by the District Operations Director and receives daily lead direction from a Maintenance III Specialist. This position does not supervise others.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

- Performs a variety of basic maintenance tasks that require the ability to inspect, troubleshoot, repair, fabricate, install, service and maintain building facilities and building equipment
- Builds items (e.g. counters, temporary partitions, cabinets, shelves, walls, fences, ditches, wood structures, metal objects or other construction as needed) for the purpose of modifying and/or adapting facilities to specific needs.
- Inspects system components (e.g. parts, equipment, buildings and facility appurtenances such as sidewalks, fences, roads, facilities) for the purpose of identifying potential repairs and assisting with an ongoing program of preventative maintenance.
- Prepares documentation for the purpose of providing written support and/or conveying information.
- Assists with system component repairs (e.g. parts, equipment and facility mechanisms) for the purpose of maintaining facilities in a safe, comfortable and operating condition.
- Responds to emergency situations (e.g. facility damage, damaged playground equipment, roof leaks) for the purpose of resolving immediate safety concerns, or notifies lead worker, supervisor or building administrator for guidance, as appropriate.
- Performs and/or assists in scheduled preventative maintenance of roofs, motors, exit/emergency lights, basketball hoops, generators, batteries, smoke detectors and service vehicle.

- Performs some carpentry duties, including but not limited to, new construction, remodel, fabrication and repairs/replacement of doors, walls, signs, desks, counters, shelves and tables.
- Performs interior and exterior painting in the preparation and finishing of various surfaces, including pressure washing, chemical paint removal, sandblasting, sanding, brush painting, roller painting and power spray painting.
- Assists with window glazing and screen repairs.
- Assists with a variety of interior masonry duties including installation of ceramic tile, grout and patch repairs.
- Assists with new installation and repairs of various floor coverings, including but not limited to, VCT, carpet tiles and cove base.
- Assists with a variety of minor plumbing repairs/maintenance, including but not limited to, restroom commode and sink fixtures, drinking fountains, and snaking drain lines.
- Refinishes and makes repairs to furniture, tables and chairs.
- Follows specific operations and maintenance guidelines for site specific equipment.
- Delivers materials, equipment and supplies to District facilities.
- Moves furniture, equipment and materials within and between District facilities.
- Operates a variety of hand and power tools.
- Operates a variety of vehicles, including cube vans, vans with lift gates and small dump truck.
- Operates mowers and snow removal equipment.
- Safely works from ladders, scaffolding, and riggings.
- Requisitions material supplies, equipment, and assistance.
- Keeps tools and equipment in good operating condition.
- Prepares daily reports on work completed and materials used.
- Utilizes the electronic work order system
- Attends work regularly in clean uniform and is on time for assignments
- Occasionally performs work beyond a standard 40-hour work week when required.
- Other related duties may be assigned as needed.

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

- Assists other personnel as may be required for the purpose of supporting the in the completion of their work activities.
 - Attends staff meetings and in-service trainings.
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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 functions.

- **Education and/or Experience:** High school diploma or GED equivalent. One year prior custodial or maintenance experience working in an industrial or school setting.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Must have ability to understand and follow oral and written directions. Able to establish and maintain effective relationships with those encountered in the course of the work.
- **Language Skills:** Ability to communicate clearly and concisely both orally and in writing in English. Ability to respond to common inquiries or complaints from supervisor or staff. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to communicate in Spanish and English preferred.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to calculate figures and amounts such as proportions and percentages.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to learn and apply new information or new skills.
- **Computer Skills:** Ability to proficiently use email, search engines, and work order system.
- **Other Skills and Abilities:** Ability to appropriately communicate with diverse staff, students, patrons and others, including vendors and other agencies. Ability to exercise good judgment and work in an environment with frequent interruptions and deadlines, while minimizing disruption to student learning. Ability to juggle multiple tasks and possess excellent organizational and time management skills.

Certificates, Licenses, Registrations: Valid Driver's license and ability to maintain insurability under the District's vehicle insurance policy. Worker Asbestos Abatement Certification training is required with annual refresher training each year thereafter. Possession of CPR/First Aid Certification, Lead-Based Paint Training Certification and Welding Certification is desirable.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An employee can anticipate a variety of working conditions, including on occasion working in monitored confined space entries, with asbestos containing materials, in inclement weather and around sewage.

- While performing the duties of this job, the employee is regularly required to talk and hear.
- The employee is regularly required to use hands and fingers, handle, feel or operate objects, tools or controls and reach with hands and arms.
- The employee is frequently required to stand, walk, sit, climb, balance, stoop, kneel, crouch or crawl.
- Employee is regularly required to reach with hands and arms.

- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- The employee must regularly lift and/or move up to 50 pounds and occasionally up to 100 pounds.

Work Environment

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The work environment varies and includes standard office, maintenance shop, school buildings and school grounds settings. The noise level in the work environment is usually low to moderate with occasional loud noises.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Updated: June 2019 cpd

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

Employee Signature:

Date:

Employee Print Name

Supervisor Signature:

Date:

Supervisor Print Name