

# HOOD RIVER COUNTY SCHOOL DISTRICT CLASSIFIED JOB DESCRIPTION

**Job Classification:** Maintenance Worker 3/LME

**Job Title:** Maintenance Worker 3/LME

## **Job Purpose Statement:**

The Maintenance Worker 3/Limited Maintenance Electrician (LME) maintains facilities in safe operating condition; maintains a preventive maintenance program; documents and communicates information and project status; and resolves immediate operational and/or safety concerns. The Maintenance Worker 3/LME is supervised by the Director of Facilities Services.

## **Essential Job Functions:**

- **Coordinates** with supervisor, building administrators and staff for the purpose of completing projects and work orders efficiently.
- **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** facilities, systems and their component machinery requiring skilled maintenance trades (i.e. electrical, welding, HVAC, plumbing, security, buildings) for the purpose of identifying potential repairs and providing an ongoing program of preventive maintenance.
- **Installs** machinery and equipment requiring skilled maintenance trades (i.e. building, electrical, HVAC, plumbing, security) for the purpose of maintaining facilities in a safe, comfortable and operating condition.
- **Prepares** documentation for the purpose of providing written support and/or conveying information.
- **Uses** work order system to coordinate tasks and projects and provide project status until closure.
- **Procures** equipment, supplies and materials for the purpose of maintaining availability of required items and completing jobs efficiently.
- **Repairs** systems requiring the skills of maintenance trades (i.e. building, electrical, HVAC, plumbing, security) for the purpose of maintaining facilities in 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.
- **Transports** various items (e.g. equipment, supplies) for the purpose of providing materials at job site as required to complete tasks.
- **Attends** meetings as assigned for the purpose of conveying and/or gathering information required to perform functions;

## **Other Job Functions:**

- **Assists** other personnel as required for the purpose of supporting them in the completion of their work activities.
- **Maintains** grounds, water lines as needed, including mowing, planting, watering, etc.
- **Designs** systems/projects for the purpose of implementing new layouts.
- **Maintains** consistent and predictable attendance to meet the requirements of the position.
- **Requests** quotations for the purpose of providing cost information, purchasing and securing items.
- **Performs** other duties as assigned.
- **Performs** other duties as may be required by the Director of Facilities Services for the purpose of assisting in the successful maintenance of facilities in the district.

## **Job Requirements-Minimum Qualifications:**

**Skills:** Operate hand and power tools used in crafts/trades, read and interprets construction plans, blueprints and/or schematics, perform basic math to calculate measurements, quantities, etc.

**Knowledge:** Specific knowledge required of methods and use of materials, tools and equipment used in crafts/trades, appropriate building codes, standards for safe use of equipment.

