

## SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

6/11 Effective Date	Head Maintenance Worker Job Title	2.10.10 Index
------------------------	--------------------------------------	------------------

### **PURPOSE**

To improve student achievement by performing the duties of a Head Maintenance Worker including staff guidance and work coordination in the areas of structural maintenance, utilities, and grounds.

### **CLASS CHARACTERISTICS**

This is a job foreman, with advanced journeyman level experience in the Maintenance Worker series. Positions at this level are distinguished from other classes within the series by the level of leadership and responsibility assumed and the complexity of duties assigned. Positions in this class perform the most complex maintenance repair work, and guidance over other staff, requiring advanced journey level skills.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from an assigned supervisor. Methods of performing tasks are the responsibility of the employee so long as performed within the established policies or as prescribed by rules and regulations. Work is reviewed periodically to assure compliance to standards and measured results. Exercises functional and technical guidance over assigned personnel.

### **ESSENTIAL FUNCTIONS OF THE JOB—May include, but are not limited to, the following:**

Developing and implementing the corrective maintenance schedule including repair and renovation projects for assigned areas of responsibility. May include but is not limited to utilities, painting, electronics, roofing, grounds, and building maintenance.

Guiding staff work and participating in all aspects of any comprehensive trades operation.

Developing and organizing inventory control and supply management for parts and tools.

Creating bid and proposal packages.

Establishing and maintaining the District preventative maintenance program.

Planning and coordinating work with commercial contractors in all areas of responsibility.

Planning and coordinating with volunteers, community groups and government agencies in the maintenance and use of all district facilities.

Reviewing work to be accomplished and assigning jobs to crew members.

Performing shop and field inspections of work in progress and completed jobs.

Assisting in the preparation of the annual budget; preparing forecasts for area of assignment.

Performing administrative analysis of conditions of all areas of responsibility including utilities, grounds related systems related to occupant safety and continued facility use, and prepares reports of findings.

Providing technical assistance to management personnel as may be necessary.

Providing technical advice to district personnel; providing estimates of time and material as required by the supervisor.

Performing advanced journey level work or support as required in one or more of the grounds trade areas or other trades as assigned.

Monitoring the upkeep and repair of tools and equipment used by the trades in area of responsibility.

Ordering materials and supplies as needed following established guidelines; maintaining records as required.

Assisting in evaluating the performance of assigned employees.

Maintaining regular and consistent attendance and punctuality.

Performing related duties consistent with job description and assignment.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

Principles and practices of any trade involving utilities, structural maintenance, landscaping, turf, or outdoor structures.

Principles and practices of work coordination and evaluation.

Applicable codes, policies, regulations and laws governing work procedures and practices of structural maintenance, utilities, and grounds.

Methods, materials, equipment and tools used in the areas of structural maintenance, utilities, landscaping, and outdoor construction.

#### **Ability to:**

Use computer for word processing, spreadsheet creation and use.

Develop and coordinate a program of maintenance, repair, replacement and installation of trades related repair requests in any of the following fields: structural maintenance, utilities, grounds, landscaping and related components.

Prepare estimates of time and materials.

Work from sketches, shop drawings and blueprints.

Analyze technical information and prepare related reports.

Establish and maintain effective working relationships with those contacted in the course of work.

Establish and maintain cooperative relationship with other workers.

Communicate clearly and concisely, both orally and in writing.

**Experience and Training:**

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities would be:

**Experience:**

Four years of increasingly responsible experience in most any trade based area such as but not limited to, landscaping, playground and sports equipment maintenance and repair, turf management, carpentry and structural repair, electrical and electronics, HVAC and refrigeration, welding and fabrication, mechanical and engine repair, boiler and plumbing, painting and taping, office professional.

**Training:**

Equivalent to the completion of the twelfth grade supplemented by journey level training in a trade area and/or relevant college coursework.

**Special Licenses:**

Possession of, or ability to obtain, a valid Oregon driver's license.  
Professional trades license, and/or CDL.

**WORK ENVIRONMENT**

Shop environment with weather extremes and paint and chemical fumes. Otherwise working out in field in all types of weather. Driving in shop vehicles to assignments. Office environment.

**PHYSICAL REQUIREMENTS**

Frequent twisting, bending stooping lifting all types of weight occasionally up to 80 pounds. On feet all or most of the day or on back under machinery making repairs or performing maintenance on all District properties and systems. Must be able to work in attics or crawlspaces, roofs, tunnels and climb ladders as needed.

Salem-Keizer Public Schools  
Head Grounds Worker (Continued)

Page 4 of 4

Salem-Keizer School District is an equal opportunity employer.

Position: Head Maintenance Worker

I am willing and able to perform the duties of this job:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name : \_\_\_\_\_