

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

7/09	MAINTENANCE WORKER 2	2.10.2
Effective Date	Job Title	Index

PURPOSE

To improve student achievement by performing a variety of skilled work in the maintenance, construction and repair of buildings, grounds, and equipment.

CLASS CHARACTERISTICS

This is the full journey level class within the Maintenance Worker series. Employees within this class are distinguished from the Maintenance Worker 1 by the performance of the full range of duties as assigned including performing journey level maintenance repair work of moderate complexity in all trades. This class receives only general instruction and may complete some assignments without immediate supervision. Exercises some discretion in the selection of work procedures and the resolution of job-site problems within established rules, procedures, and trade protocol.

This class is distinguished from the Maintenance Worker 3 in that the latter performs the most complex duties assigned and occasionally provides technical assistance to lower classifications.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned supervisor, and technical and functional supervision from a higher lever Maintenance Worker. Methods of performing tasks are outlined or explained in general terms and work is reviewed by a supervisor at regular intervals during progress and upon completion.

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

Performing skilled maintenance, repairing and construction work in trades such as plumbing, heating, mechanics, painting, electronic, metal work, rough carpentry, plastering, roofing, glazing, masonry, irrigation, and welding.

Operating tools, equipment, and machinery used in assigned trade area.

Preparing estimates of materials, equipment, and labor required for assignments.

Performing routine maintenance on equipment used in trade work.

Ordering materials needed and maintaining records as required.

Preparing sketches and reading blueprints.

Maintaining regular and consistent attendance and punctuality.

Performing related duties consistent with job description and assignment.

MINIMUM QUALIFICATIONS

Knowledge of:

Methods, procedures, materials, equipment, and tools used in maintenance and construction work related to area of assignment.

Applicable safety rules, practices, and procedures.

Ability to:

Perform journey level maintenance and construction duties.

Follow oral and written instructions.

Prepare written reports.

Perform heavy manual labor.

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

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:

Two years of responsible applicable trade experience.

Training:

Equivalent to the completion of the twelfth grade.

Special Requirements

Possession of, or ability to obtain, a valid Oregon driver's license.

WORK ENVIRONMENT:

Work is often done in the field during Spring, Summer and Fall. Inside work in shop or other buildings often dusty with exposure to chemicals, dirt, dust other unpleasant or dangerous materials.

PHYSICAL REQUIREMENTS:

Frequent twisting, bending stooping lifting all types of weight occasionally up to 80 pounds. On feet all day or on back under machinery making repairs or performing maintenance on all

Salem-Keizer Public Schools
Maintenance Worker 2 (Continued)

District properties and systems. Must be able to work in attics or crawlspaces, roofs, tunnels and climb ladders as needed.

Salem-Keizer School District is an equal opportunity employer.

Position: Maintenance Worker 2

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

Signature: _____

Date: _____

Print Name : _____