

## SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

7/09	<b>MAINTENANCE WORKER 3</b>	2.10.3
Effective Date	Job Title	Index

### **PURPOSE**

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

### **CLASS CHARACTERISTICS**

This is the advanced journey level class in the Maintenance Worker series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most complex maintenance repair work, requiring advanced journey level skills, in those trades which involve highly technical practices and repair procedures (i.e. , electrical, millwright, HVAC, finished carpentry). Some employees may provide occasional and intermittent technical assistance to lower classifications.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from an assigned supervisor, and technical and functional supervision from a higher level 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.

May exercise technical supervision over less experienced maintenance personnel. May coordinate and schedule the work of outside contractors.

### **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 electrical, HVAC, boiler, plumbing, glazier, millwright and finished carpentry.

May occasionally provide technical supervision over other maintenance personnel.

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

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

Performing maintenance and repair on tools and equipment used in trades work.

Ordering materials needed; maintaining records as necessary using District purchasing rules.

May manage, track, and organize inventory of tools and parts.

Preparing reports and correspondence as required.

Preparing sketches and reading blue prints.

Maintaining regular and consistent attendance and punctuality.

Performing related duties consistent with job description and assignment.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

Principles and practices of assigned trade area.

Materials, tools and equipment used in assigned trade area.

Applicable safety rules, practices, and procedures.

#### **Ability to:**

Perform advanced journey level skilled trades work.

Perform heavy manual labor.

Train others in technical skills.

Prepare written reports.

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

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:**

Three years of responsible skilled trades experience.

##### **Training:**

Equivalent to the completion of the twelfth grade.

##### **Special Requirements**

Possession of, or ability to obtain, a valid Oregon driver's license.  
Some positions may require licensure in assigned trade areas.

**WORK ENVIRONMENT:**

Repairs often made in the field during Spring, Summer and Fall. Inside work in shop often dusty with exposure to chemicals and exhaust fumes.

**PHYSICAL REQUIREMENTS:**

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

Salem-Keizer School District is an equal opportunity employer.

Position: Maintenance Worker 3

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

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

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

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