

## Salem-Keizer Public Schools Job Description

7/09	<b>MAINTENANCE WORKER 4</b>	2.10.8
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### **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 in trade areas requiring local or state licensing.

### **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, and the requirement of maintaining local or state licensing. Employees in this classification may install new equipment and building services (i.e. electrical circuits, boilers, plumbing, fire and life safety devices and HVAC controls). Employees perform the most complex maintenance repair work, requiring advanced journey level licensing, in those trades which involve highly technical practices and repair procedures. Some employees may provide occasional and intermittent technical assistance to lower classifications. May serve as mentor in approved apprenticeship program.

### **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.

### **EXAMPLES OF DUTIES** – may include, but are not limited to, the following:

Performing skilled and complex maintenance, repair, and construction work in trades such as electrical, (i.e., HVAC controls, licensed plumbers).

May serve as mentor in approved apprenticeship program.

May coordinate and schedule the work of outside contractors.

May install new equipment or building services such as electrical circuits, plumbing, boilers, fire and life safety devices, HVAC controls).

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; maintains 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 reads 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.

Mathematics, algebra and geometry sufficient to perform all job functions.

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:**

Four years of responsible skilled trades experience.

#### **Training:**

Equivalent to the completion of the twelfth grade.

Completion of approved state licensing/apprenticeship program.

**Special requirements:**

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

Boiler license class 3, electrical limited energy a or b, journeyman electrical, journeyman plumbing, Nicet 2 (fire alarm systems).

**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. May be required to work various shifts in order to avoid disruption of school or work.

**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 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 4

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

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

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

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