

## Salem-Keizer Public Schools Job Description

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| 09/11<br>Effective date | RISK MANAGEMENT<br>FACILITY PROJECT ASSISTANT<br>Job Title | 2.4.6A<br>Index |
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### **DEFINITION**

To perform a variety of responsible duties associated with City, State, and Federal compliance loss prevention and remediation requirements.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Risk Manager. Methods of performing tasks are the responsibility of the employee so long as performed with the established policies and procedures. Work is reviewed periodically to assure conformance with standards and to measure results.

### **EXAMPLES OF DUTIES- May include, but are not limited to, the following:**

Evaluating and prioritizing owned and occupied building vandalism remediation efforts with a primary focus in the area of graffiti removal.

Performing tasks necessary to remove graffiti and repair related damage on various surface types.

Assisting Risk team members with loss prevention projects related to regulatory activity such as Fire Marshal inspections and life safety codes, building related ADA requirements, and playground equipment safety initiatives.

Maintaining records of work performed.

Maintaining and ordering equipment and supplies necessary to perform assigned tasks.

Evaluating needs and maintaining artificial turf at various schools.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

City, State, and Federal compliance directives related to tasks performed.

Painting or removal techniques required to remediate graffiti-type vandalism from a variety of hard or semi-hard surfaces.

Minor construction work using hand tools.

#### **Ability to:**

Work independently and prioritize work flow to meet statutory requirements.

Communicate clearly both verbally and in writing.

Interpret federal and state regulations as they pertain to applicable building codes.

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Work as a team member.

Observe and note structural concerns related to Building Codes, ADA requirements and Fire Life Safety Codes.

Obtain skills and knowledge regarding maintenance of artificial turf.

### **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 knowledge and abilities would be:

#### **Experience:**

Prior experience as a painter.

Relevant experience in applying Building Code, ADA requirements, and Fire Life Safety Codes knowledge to actual situations.

#### **Training:**

Equivalent to the completion of the twelfth grade.

Specialized training related to paint and chemical compatibilities and paint safety practices, in building codes, life safety codes, and accessibility regulations and the interpretations of those requirements.

#### **Licenses:**

Valid driver's license.

### **WORK ENVIRONMENT:**

Work is expected to be done year round both inside and outside with exposure to seasonal weather conditions. Inside work in shop or other buildings may be dusty with exposure to chemicals, dirt, dust other unpleasant or dangerous materials.

### **PHYSICAL REQUIREMENTS:**

Physical requirements:

- Occasionally lift up to 50 pounds unassisted, with most lifting from knee level to waist level.
- Able to work outdoors during various climate conditions.
- Frequent use of upper extremities with rare use above shoulders.
- Able to perform tasks while wearing appropriate safety equipment.
- Frequent twisting, bending stooping
- Able to climb ladders

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Salem-Keizer School District is an equal opportunity employer.

Position: Risk Management Facility Project Assistant

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

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

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

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