

Lebanon Community Schools

POSITION DESCRIPTION

TITLE: MAINTENANCE
TYPE: Classified
REPORTS TO: Director of Facilities

POSITION SUMMARY:

The primary purpose of this position is to inspect, repair, build, service and perform preventative maintenance of district equipment, buildings, parking lots, ground, etc. to ensure a safe efficient and attractive place where students can learn and employees can work. The emphasis in a maintenance position will be on a skilled trade, primarily electrician, plumber, carpenter, locksmith, and HVAC/controls.

MINIMUM QUALIFICATIONS:

1. High school diploma or equivalent.
2. Criminal history clearance.
3. Valid Oregon Driver's License and evidence of insurability.
4. Demonstrated knowledge and skill in a specific skilled trade.
5. Pass Physical Capacities Assessment.

ESSENTIAL FUNCTIONS:

1. Performs all maintenance repair work as assigned related to district buildings and grounds facilities.
2. Performs remodeling or upgrading of existing facilities.
3. Performs routine maintenance on plumbing, heating, electrical, carpentry, construction, and equipment, depending on specific assignment.
4. Performs building and district maintenance and repairs, (i.e. roofing, gutters, painting, cyclone fencing, dry rot rebuilding and replacing blacktop, cement, etc.).
5. Performs asbestos abatement in accordance with proper training and safety guidelines.
6. Assists with snow and ice removal from sidewalks, entryways and driveways and spreads sand, salt or ashes to prevent slipping.
7. Responds to any maintenance emergency that arises as requested (i.e. plumbing problems, broken windows, locks, doors, vandalism repairs, etc.)
8. Performs safety inspections on district facilities, buildings, equipment, vehicles and grounds and prepares reports as required.
9. Performs routine maintenance work such as installing recreational equipment, fences, digging ditches, laying pipe, moving bleachers and hauling rubbish.
10. Performs routine adjustments and repairs to equipment, furniture, cabinets, grounds, locks and install glass.
11. Prepares surfaces for painting, repainting or staining and applies finish to various surfaces such as wood, glass, metal plaster, stucco, wall board, brick and cement.
12. Works harmoniously with others and communicates effectively (both orally and in writing) with students, parents, and staff.
13. Duties involve hand-eye and foot coordination, in carrying, positioning, grasping, and operating a variety of hand and power tools.
14. Examines equipment and reads instructions and blueprints.
15. Drives district vehicles to various locations within and outside the district.

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OTHER REQUIREMENTS:

1. Possible exposure to bodily fluids due to employee illness or injury.
2. Work is performed in a variety of indoor and outdoor locations, including some areas that present danger, such as on roofs, in attics, and in crawlspaces. Extreme variations in temperature can occur.
3. Required exposure to noise, moving machinery, chemicals, and wet conditions.
4. May be required to obtain a First Aid and/or CPR Card and serve as a Delegated Caregiver or Designated First Aid Provider.
5. Occasionally performs other duties as required by supervisor.

WORKPLACE EXPECTATIONS:

The employee has regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.

The employee is dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.

The employee maintains the integrity of confidential information relating to a student, family, colleague, or district patron. The employee uses or relays personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.

The employee follows all district or supervisor policies, rules, regulations, memos, bulletins, announcements, applicable position descriptions, and reasonable requests by proper authority.

TERMS OF EMPLOYMENT:

Current work year of approximately 260 paid days, subject to change.

Salary and benefits based on current District Salary Schedule and negotiated agreement.

EVALUATION:

Performance in this position will be evaluated in accordance with District policy and regulations concerning personnel evaluation.

EMPLOYEE STATEMENT:

“I have reviewed the above position description and understand its contents.”

“I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.”

“I hereby certify that I am able to fulfill the essential functions of the above position.”

Employee Name (Print)

Date

Employee Signature

Date

PHYSICAL REQUIREMENTS FOR ESSENTIAL FUNCTIONS

In an 8 hour workday, this job requires: R - Rarely (Less than .5 hr per day) O - Occasionally (.5 - 2.5 hrs per day) F - Frequently (2.5 - 5.5 hrs per day) C - Continually (5.5 - 8 hrs per day) NA - Not Applicable					
Physical Requirements	NA	R	O	F	C
Sitting		X			
Stationary standing			X		
Walking (level surface)				X	
Walking (uneven surface)			X		
Crawling		X			
Crouching (bend at knees)			X		
Stooping (bend at waist)		X			
Twisting (knees/waist/neck)				X	
Turn/pivot				X	
Climbing (stairs)			X		
Climbing (ladder)			X		
Reaching overhead			X		
Reaching extension			X		
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing				X	
Fine manipulation				X	
Using foot control			X		
*Pushing/Pulling Maximum weight: <u>100 lbs.</u>		X			
*Lifting/Carrying Maximum weight: <u>90 lbs.</u>			X		

* Identify items typically moved: Equipment tools, furniture, appliances, ladders, supplies