

STANWOOD-CAMANO SCHOOL DISTRICT
HUMAN RESOURCES
JOB DESCRIPTION

TITLE: General Maintenance

Classification: Maintenance/Grounds

Reports to: Maintenance and Custodial Supervisor

PURPOSE STATEMENT

The general maintenance worker performs a variety of preventative and general corrective maintenance tasks and is responsible for maintaining a safe, efficient and orderly working environment for students, staff, parents, and the general public using district facilities.

ESSENTIAL FUNCTIONS

This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

- Complete a wide range of electrical assignments including troubleshooting, diagnosis, repair and installation of both high voltage and low voltage systems.
- Install, align, and balance new equipment.
- Read, interpret, prioritize, and complete work orders in a timely manner.
- Repair and maintain machines and mechanical equipment.
- Assemble, install, and repair pipes, fittings, and fixtures of heating, water, and drainage systems.
- Assist in repairs of HVAC systems including repair and installation of motors, compressors, condensing units and other components.
- Perform locksmith duties including the repair and/or replacement of locks and hardware and use of hand tool and specialized equipment.
- Inspect, repair, service, and install systems and facility components (i.e. classroom equipment, sidewalks, fences, fire extinguishers, etc.) for the purpose of keeping facilities and equipment in safe and operable condition.
- Repair and fabricate metal using welding techniques.
- Perform duties related to carpentry, painting and refinishing, repair and replacement of building hardware, and repair and maintain steel, wood, and concrete.
- Inspect and diagnose problems using computer skills and reading blueprints, schematics, and repair manuals.
- Obtain supplies and repair parts from distributors or storerooms.
- Utilize specialized equipment, electronic test devices, and common hand and power tools.
- Respond to emergency and trouble calls as needed and directed (i.e. facility or equipment damage, roof leaks, etc.). Remain flexible with changing needs and circumstances; effectively communicate and cooperate with building and district-level staff to meet needs and accomplish work-related tasks.
- Prepare and maintain accurate records of maintenance and repair work.
- Attend meetings and trainings as required

- Operate equipment to include, but not limited to, hand power tools and various trade equipment, automotive equipment to transport materials and supplies.
- Perform other duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

Skills, Knowledge, and Abilities

- Knowledge of practices and principles related to maintenance and repair of buildings and facilities including associated legal and safety requirements, codes, and permits.
- Knowledge of and ability to perform a variety of maintenance functions including but not limited to carpentry, welding, plumbing, pipefitting, electrical, low voltage, refrigeration, locksmith, plastering and painting.
- Knowledge and skills in areas related to the items described in the essential functions of the position.
- Knowledge and application of safety procedures related to essential functions of the position.
- Strong public relations, communication and organization skills. Demonstrated ability to work cooperatively with students, staff, parents, and general public.
- Demonstrated ability to read, write, perform basic math, follow and interpret written/oral directions, and work independently from instructions, blueprints, and technical manuals.
- Ability to perform physical work in a variety of conditions
- Ability to read and interpret blueprints, schematics and repair manuals.
- Ability to complete necessary computer work and paperwork related to work orders, ordering, requisitions, and estimates.
- Ability to lift 100 lbs. with assistance and comfortably and safely lift, move, or carry objects in excess of fifty (50) pounds.
- Ability to inspect facilities and equipment, diagnose problems, develop solutions, and carryout corrective measures
- Ability to shift priorities with little or no advance notice.
- Ability to work safely, independently, and with sound judgment with minimal supervision.
- Ability to communicate effectively using district email system.
- Ability to operate PC computer using district approved software.
- Ability to work as a member of a team and work with people from diverse backgrounds to complete work activities.

Working Environment

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The work is performed in a variety of locations, both indoors and outdoors, within the district and requires employee to travel between sites; work outdoors in inclement weather; stand for prolonged periods of time; lift, move, and carry heavy objects; crouch, crawl, bend, and kneel in uncomfortably hot and cold environments while in awkward and cramped positions or on ladders. The employee must have good manual dexterity and will handle hazardous chemicals and materials and be exposed to hazardous fumes, high voltage, and high noise levels; must wear protective gear and clothing; and operate power machinery and equipment (i.e. saws, forklifts, drills, and motor vehicles).

Experience Electrical and general maintenance experience of at least 1 year; one (1) years' experience in the building trades; or six (6) month's full-time in related vocational study or training is desirable.

High school diploma or equivalent.

Special Requirements

- Washington State Patrol and FBI Fingerprint Clearance.
- Valid Washington Drivers License maintained for the duration of the job
- Valid First Aid/CPR card maintained for the duration of the job
- Proof of Immunization (if born 1/1/57 or later)
- I-9 Employment Eligibility in compliance with the Immigration Reform Act.
- HIV/HBV Training (obtain within 60 days of hire date-district provided)
- Sexual Harassment Training (obtain within 60 days of hire date-district provided)
- Right to Know: Hazardous Materials Training (obtain within 60 days of hire date-provided)

Continuing Ed./Training

Yearly mandatory training

Certificates

None required

FLSA Status:

Non-exempt

Salary Range:

Per PSE – Schedule A

Classification History

Job Description Developed: 12/94

Revised: 12/08

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.