

**HILLSBORO SCHOOL DISTRICT 1 J**  
**JOB DESCRIPTION**  
Maintenance 2

**IMMEDIATE SUPERVISOR**      Executive Director of Facilities and Maintenance

**GENERAL DUTIES**

Perform skilled general maintenance assignments in the mechanical and/or building trades. Maintain and repair equipment, facilities and machinery. Assist other maintenance personnel in completion of work orders and assignments.

**ESSENTIAL REQUIREMENTS**

- A. A minimum of a high school diploma or its equivalent
- B. One to three years of satisfactory employment in general maintenance and/or related skilled trade
- C. Ability to understand and follow oral and written directions
- D. Possess a valid Oregon driver's license
- E. Additional experience in groundskeeping, equipment or machine operations, or custodial work
- F. Ability to effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds in English, Spanish, or other languages related to the job
- G. The ability to work harmoniously with others

**ESSENTIAL RESPONSIBILITIES**

- A. Perform routine maintenance work such as installing recreational equipment and fences, digging ditches, laying pipe and moving bleachers
- B. Perform groundskeeping duties operating a variety of power tools and equipment
- C. Operate light gas-powered automotive equipment
- D. Perform basic construction work in concrete, wood, metal, and other applicable materials
- E. Load, deliver, and unload supplies and equipment
- F. Assist other skilled maintenance workers performing plumbing, painting, electrical, carpentry, construction or repair work
- G. Fabricate items from wood and /or metal
- H. Make routine adjustments and repairs to equipment
- I. Cultivate and model a respectful working and learning environment

This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's goals.

**PHYSICAL REQUIREMENTS FOR ESSENTIAL RESPONSIBILITIES**

In 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

<b>Physical Requirements</b>	<b>NA</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>
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: 100 lbs.			X		
*Lifting/Carrying Maximum weight: 50 lbs.			X		

\*Identify items typically moved: Power tools, furniture, cased goods, lumber

**WORK PLACE EXPECTATIONS**

- A. Work effectively with and respond to people from diverse cultures or backgrounds
- B. Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting
- C. Have regular and punctual attendance
- D. Confer regularly with immediate supervisor and work under direction of licensed staff
- E. Follow all District policies, work procedures, and reasonable requests by proper authority
- F. Maintain the integrity of confidential information relating to a student, family, colleague, or District patron

**EMPLOYEE STATEMENT**

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

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

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).

\_\_\_\_\_  
Employee Name (print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**Maintenance and Trades Pay Schedule**

**Pay Grade:** B

**Last Revised:** June 2007