

HILLSBORO SCHOOL DISTRICT 1 J
JOB DESCRIPTION
Maintenance 3

IMMEDIATE SUPERVISOR Executive Director of Facilities and Maintenance

GENERAL DUTIES

Perform highly skilled maintenance assignments requiring application in one or more of the mechanical and/or building trades. May supervise and/or direct the work of other maintenance personnel.

ESSENTIAL REQUIREMENTS

- A. A minimum of a high school diploma or its equivalent
- B. At least four years of training and experience in one or more of the major mechanical or building trades, such as carpenter, plumber, electrician, or millwright (journeyman level)
- C. Ability to understand and follow oral and written directions, blueprints, diagrams, and other related information
- D. Hold a valid Oregon driver's license
- E. Ability to work without close supervision
- 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 skilled mill and cabinet work involving construction, finishing, and repair of buildings, furniture, facilities, and equipment
- B. Weld metal components together to fabricate or repair products according to work order or prints, using arc and acetylene welding equipment
- C. Assemble, install, and maintain pipes, piping systems, fittings, fixtures, and equipment for heating water, cooling, lubricating and sprinkling, according to specifications and plumbing codes
- D. Install, maintain and repair mechanical equipment and machinery in accordance with diagrams, sketches, operation manuals, and manufacturers' specifications
- E. Maintain a clean and neat appearance
- F. Work harmoniously with fellow employees and District staff
- G. 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

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: 100 lbs.			X		
*Lifting/Carrying Maximum weight: 40 lbs.			X		

*Identify items typically moved: Power tools, tool box, parts or supplies, lumber, pipe, fixtures, etc.

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: E

Last Revised: June 2007