

**HILLSBORO SCHOOL DISTRICT 1 J**  
**JOB DESCRIPTION**  
Maintenance 4 Lead

**IMMEDIATE SUPERVISOR**      Facilities Coordinator

**GENERAL DUTIES**

Direct and oversee the work assignments of level 4 maintenance personnel, and other workers as assigned. Perform highly skilled maintenance assignments predominantly in the mechanical and electrical areas.

**ESSENTIAL REQUIREMENTS**

- A. A minimum of a high school diploma or its equivalent
- B. Depending upon the particular assignment, an electrical license or a refrigerant transition and recovery license may be required
- C. Mechanical/electrical knowledge, with four years experience at a journeyman level
- D. The ability to work with minimal supervision and quickly prioritize work assignments
- E. Knowledge of codes, policies, and laws governing work practices within applicable trades
- F. Ability to read, understand, and follow written and oral instruction, and the ability to give oral and written instruction
- G. Understand applicable safety rules, practices, and procedures
- H. Hold a valid Oregon driver's license
- I. 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
- J. The ability to work harmoniously with others

**ESSENTIAL RESPONSIBILITIES**

- A. Evaluate, prioritize, schedule and coordinate work orders and maintenance projects
- B. Assume responsibility for conduct and job performance of assigned workers
- C. Inspect completed work for quality assurance
- D. Provide accurate project status reports to supervisor
- E. Inspect and diagnose a variety of mechanical and electrical needs, and provide appropriate repair and maintenance
- F. Install new equipment or parts, and repair existing equipment and parts as needed
- G. Operate and instruct operation of special shop equipment
- H. Maintain all records for an efficient shop operation including inventory, service records, pricing, etc.
- I. Familiarity with reading blueprints
- J. May be assigned to coordinate and direct District energy management program, which requires computer skills and data entry
- K. Assist other skilled maintenance workers
- L. Install, maintain and repair mechanical equipment and machinery in accordance with diagrams, sketches, operation manuals and manufacturers' specifications
- M. Assemble, install and maintain pipes, piping systems, fittings, fixtures and equipment for heating and ventilations systems according to specifications and code
- N. Maintain a clean and neat appearance
- O. 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)
- F – Frequently (2.5 – 5.5 hrs per day)
- NA – Not Applicable
- O – Occasionally (.5 – 2.5 hrs per day)
- C – Continually (5.5 – 8 hrs per day)

<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: 40 lbs.			X		

\*Identify items typically moved: Tools and equipment, parts and supplies, pipe, wire, motors, 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 4 Lead**  
**Maintenance and Trades Pay Schedule**  
**Pay Grade:**  
**Last Revised:** February 2008

