



### **Classification Summary**

Performs advanced level design, installation, construction and repair of District facilities and equipment not assigned to defined trades.

### **Distinguishing Characteristics**

Distinguished from other maintenance workers by the requirement to perform more complex installations and repairs and to coordinate and direct maintenance efforts.

### **Supervisory Relationships**

Reports to the Maintenance Services Supervisor. May organize and oversee the work of crews.

### **Examples of Duties**

1. Prioritize, schedule and perform repairs to existing structures and equipment such as metal or wooden playground structures, chain link fences, lockers, bleachers, shop machinery, building masonry, window locks or hinges, window drapes and shades, stage equipment and rigging, and athletic equipment.
2. Design new installations of fixtures and equipment according to District needs and available materials.
3. Plan, schedule and oversee work of crews engaged in equipment installation, maintenance or repair. Coordinate work with school, suppliers, contractors and maintenance personnel; adjust schedule as emergency orders arise.
4. Assist and communicate knowledge of specialized procedures or techniques for disassembly, diagnosis, parts fabrication, repair, and reassemble equipment to other maintenance workers.
5. Maintain accurate records of work performed and materials used.
6. Develop, recommend and implement methods to improve labor efficiency, resolve recurring problems, and reduce costs.
7. Order, receive, and maintain an inventory of maintenance equipment and supplies. Fabricate or arrange fabrication of replacement parts as necessary.
8. Write specifications for work projects. Itemize costs, labor required, and needed equipment and supplies. Obtain quotes from vendors or contractors and submit to supervisor.
9. Perform related work as required.

### **Required Knowledge, Skills And Abilities**

1. Comprehensive knowledge of the operation and repair of equipment and fixtures, construction and installation methods, and the uses of attachment hardware such as nuts, bolts, anchors, and rivets.
2. Ability to design equipment installations and fabricate parts from raw materials.
3. Ability to operate light and heavy hand and power tools such as drill, saw, grinder, jack hammer, cement mixer, and tractor with bucket.
4. Ability to prioritize assignments and plan, organize and coordinate the work of crews.
5. Physical ability to perform the requirements of the job.

### **Minimum Qualifications For Class Entry**

1. Accredited training in building facilities maintenance or equivalent experience.
2. Three years of general maintenance and repair work, preferably in a school setting.
3. Possession of a valid State of Oregon Driver's license.

**Work Environment**

Work is performed in the maintenance shop facility, in District buildings or grounds. Assignments may require lifting of heavy objects, working in awkward or tiring positions, exposure to inclement weather, chemical fumes, or noise of operating equipment, or working on ladders or scaffolding. Assignments may require evening or weekend work to avoid interruption of the educational process.