

# JOB DESCRIPTION

Location: MAINT

Effective: 12/2018

Approved: AA

## SHELTON SCHOOL DISTRICT #309 Shelton, Washington

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### MAINTENANCE/CRAFTS

#### JOB SUMMARY:

The job of "Maintenance/Crafts is done for the purpose of maintaining facilities in safe operating condition; maintaining a preventive maintenance program; documenting information; and resolving immediate operational and/or safety concerns.

#### ESSENTIAL FUNCTIONS, DUTIES, AND RESPONSIBILITIES:

Depending upon individual assignment, the Maintenance/Craft performs all or a combination of several of the following duties. This list of essential functions is not exhaustive and may be supplemented as necessary.

1. Coordinates with other staff for the purpose of completing projects/work orders efficiently.
2. Directs assigned maintenance support personnel for the purpose of ensuring work is completed safely and accurately and in a timely manner.
3. Inspects facilities, systems and their component machinery requiring skilled maintenance trades (i.e. electrical, HVAC, plumbing, security, etc.) for the purpose of identifying potential repairs and providing an ongoing program of preventive maintenance.
4. Installs machinery and equipment requiring skilled maintenance trades (i.e. electrical, HVAC, plumbing, security, etc.) for the purpose of maintaining facilities in a safe, comfortable and operating condition.
5. Prepares documentation for the purpose of providing written support and/or conveying information.
6. Procures equipment, supplies and materials for the purpose of maintaining availability of required items and completing jobs efficiently.
7. Repairs systems requiring the skills of maintenance trades (i.e. electrical, HVAC, plumbing, security, etc.) for the purpose of maintaining facilities in safe, comfortable, and operating condition.
8. Responds to emergency situations (e.g. facility damage, damaged playground equipment, roof leaks, etc.) for the purpose of resolving immediate safety concerns.
9. Transports various items (e.g. equipment, supplies, etc.) for the purpose of providing materials at job site as required to complete tasks.
10. Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
11. Designs systems/projects for the purpose of implementing new layouts.
12. Requests quotations for the purpose of providing cost information, purchasing and securing items.
13. Performs other related duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

*Skills* to operate hand and power tools used in crafts, read and interpret plans, blueprints and/or schematics, perform basic math to calculate measurements, quantities, etc.

*Knowledge* of methods and use of materials, tools and equipment used in crafts, appropriate building codes, standards for safe use of equipment. Required to attend trainings as necessary for the job.

*Abilities* to stand for prolonged periods, perform a variety of skilled tasks, understand and carry out oral and written instructions, establish priorities, work independently with minimal supervision, able to work effectively and efficiently in a team environment. Significant physical abilities include lifting/carrying, pushing/pulling, reaching/handling/fingering, talking/hearing conversations, near visual acuity/depth perception.

**WORKING CONDITIONS:**

Working conditions for this job includes standing for prolonged periods, performing a variety of skilled tasks, understanding and carrying out oral and written instructions, establishing priorities, working independently with minimal supervision. Significant physical abilities include lifting/carrying, pushing/pulling, reaching/handling/fingering, talking/hearing conversations, near visual acuity/depth perception.

**MINIMUM QUALIFICATIONS:**

High School diploma or equivalent.

Evidence of semi-skilled understanding of the trades (HVAC, electrical, plumbing, carpentry, grounds), Evidence can include prior job-related experience, certification, training, etc.

Valid Driver's License and evidence of insurability.

**REPORTS TO:** Director of Facilities Management

**TERMS OF EMPLOYMENT:**

Salary and benefits according to adopted salary schedule and negotiated agreement.

**EVALUATION:**

Performance of this job will be evaluated annually in accordance with provisions of Washington State Law and the bargained agreement.