

# JOB DESCRIPTION

Location: Maint.  
Effective: 12/2019  
Approved: AA

## SHELTON SCHOOL DISTRICT #309 Shelton, Washington

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### MAINTENANCE I

#### **JOB SUMMARY:**

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

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

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

1. Builds items (e.g. basic framing, temporary partitions, flat pack furniture and other items in support of other trades) for the purpose of modifying and/or adapting facilities to specific needs.
2. Inspects system components (e.g. parts, equipment and facility appurtenances (i.e. sidewalks, fences, roads, etc.) for the purpose of identifying potential repairs and providing an ongoing program of preventative maintenance.
3. Prepares documentation for the purpose of providing written support and/or conveying information.
4. Repairs system components (e.g. parts, equipment and facility appurtenances (i.e. sidewalks, fences, roads, etc.) for the purpose of maintaining facilities in a safe, comfortable and operating condition.
5. Responds to emergency situations (e.g. facility damage, damaged playground equipment, roof leaks, etc.) for the purpose of resolving immediate safety concerns.
6. Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
7. Installs system component parts, playground, classroom and office equipment/furnishings and facility appurtenances (e.g. sidewalks, fences, roads, etc.) for the purpose of maintaining facilities in a safe, comfortable and operating condition.
8. Transports materials, furnishings, equipment, supplies, waste materials, etc., for the purpose of providing and/or removing items at school and/or job sites, event functions, etc.
9. Performs other related duties as assigned.

#### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Skills to operate hand and power tools used in general maintenance functions, perform basic math to calculate measurements, quantities, etc.
- Knowledge of methods and use of materials, tools and equipment used in general maintenance functions, standards for safe use of equipment.
- Ability to stand for prolonged periods, follow oral and written instructions, work independently with minimal supervision, perform a variety of tasks, understand and carry out oral and written instructions. Significant physical abilities include lifting/carrying/pushing/pulling, reaching/handling/fingering, talking/hearing conversations, near visual acuity/depth perception.

## **Maintenance I**

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### **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:**

- a. High School diploma or equivalent.
- b. Evidence of general understanding of the trades (HVAC, electrical, plumbing, carpentry, grounds),
- c. Evidence can include prior job-related experience, certification, etc.
- d. Valid Driver's License and evidence of insurability.

**REPORTS TO:** Director of Facilities Management & Construction or designee.

### **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.