

# Springfield Public Schools

## Building Maintenance Worker II- Full Time (8 hpd 6:00am-2:30pm) (17-18 C059)

### JOB POSTING

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#### Job Details

*Title*

**Building Maintenance Worker II- Full Time (8 hpd 6:00am-2:30pm)**

*Posting ID*

**17-18 C059**

*Description*

Springfield Public Schools seeks outstanding candidates for the position of Maintenance Worker 2 to perform maintenance and repair work on District buildings and facilities using HVAC Journeyman level skills. This position ensures the upkeep, improvement, and safety of District property for students, staff, and community members. This position is based out of our Facilities Maintenance Department at 1890 42nd St., Springfield.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Employees in this position perform some or all of the following tasks. Other related duties as assigned.

1. Reports safety, sanitary and fire hazards immediately to supervisor.
2. Work independently and cooperatively in teams with other staff members & facility members.
3. Performs general maintenance duties.
4. Leaves jobsite clean and orderly at the end of every workday.
5. Operates vehicles, hand and power tools, and other equipment as needed.
6. Works with accuracy, attention to detail and meets deadlines.
7. Assists or substitutes for other maintenance personnel, as necessary.
8. Attends staff meetings.
9. Attends in-service and workshop trainings; applying training to instructional responsibilities.
10. Maintains appropriate certifications and training hours, as required.
11. Completes appropriate logs, forms and paperwork, as required.
12. Monitor and make adjustments to district equipment by use of building management system.
13. Prepares work sites for maintenance and repairs.
14. Inspects project sites to assess materials and equipment to be used.
15. Assists in developing work plans and objectives as a specialized craft expert.
16. Submits requests for supplies, equipment, and personnel for maintenance projects.
17. Prepares estimates of labor, time, and costs of proposed projects.
18. Prepares work and inventory records and reports as directed.
19. Maintains and repairs maintenance equipment, tools and supplies.
20. Maintains and ensures the upkeep, repair, and improvement of all school buildings.

#### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duties and responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibility.

- **Education and/or Experience:** High school diploma or General Education Diploma (GED), completion of trade school or equivalent, with special training in one or more trades or equivalent combination of education and experience. Thorough working knowledge of building maintenance and repair work, including methods, materials, and equipment used in skilled maintenance repair work. Two years previous experience working in a building maintenance position preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Ability to successfully and appropriately work with students, staff, parents and community members.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, blueprints, procedure manuals and governmental regulations.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to calculate area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
- **Reasoning Ability:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, schedule or diagram form.

- **Computer Skills:** General knowledge of computer usage required. Building Management System experience preferred.
- **Other Skills and Abilities:** Ability to appropriately communicate with students and staff. Ability to operate a variety of maintenance equipment including, but not limited to drills, saws, heat and nail guns, powder activated pin setting devices, etc. exercise good judgment to meet timelines and work in a dynamic environment. Ability to regularly lift and/or move up to 100 pounds, climb stairs and ladders.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District including Oregon Driver license, ability to obtain a valid CPR/First Aid card, blood borne pathogen training and blood spill training. Additional certifications including, but not limited to: ODL commercial vehicles, forklift operator, aerial boom lifts, asbestos and lead paint abatement. Refrigeration handler's card, low voltage license, and journeyman card are a plus.
- See our webiste - [www.springifield.k12.or.us/jobs](http://www.springifield.k12.or.us/jobs) for complete job description.

*Shift Type*                    **Full Time**  
*Salary Range*                **Range 11 / Hourly**  
*Location*                      **MAINTENANCE**

**Applications Accepted**

*Start Date*                    **01/15/2018**  
*End Date*                      **01/21/2018**