

Springfield Public Schools

Maintenance Worker II - Full Time - Facilities Maintenance - REPOST (16/17-C1057rp)

JOB POSTING

Job Details

<i>Title</i>	Maintenance Worker II - Full Time - Facilities Maintenance - REPOST
<i>Posting ID</i>	16/17-C1057rp
<i>Description</i>	Springfield Public Schools seeks outstanding candidates for the position of full time Maintenance Worker II, based out of the Facilities Maintenance department at 1890 42nd Street, Springfield. This is a multi-skilled tradesman position which performs maintenance and repair work on District buildings and facilities, using journeyman-level skills. This position ensures the upkeep, improvement, and safety of District property for students, staff, and community members. Preference will be given to Journeyman card holders. This position works eight (8) hours per day from 6:00 a.m. to 2:30 p.m. Monday through Friday for 12 months each year. This vacancy is re-posted, open until filled.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

1. Demonstrates regular and acceptable attendance and punctuality, as set forth in Board policy.
2. Becomes familiar with and adheres to all relevant District Board policies, administrative regulations, and building rules.
3. Interacts thoughtfully and courteously with students, staff, parents, and community members and resolves conflict in a professional manner.
4. Reports safety, sanitary and fire hazards immediately to supervisor.
5. Works independently and cooperatively in teams with other staff members & facility members.
6. Performs building maintenance and repairs including, but not limited to, carpentry, painting, roofing, concrete finishing, hardware, glazing, floor and wall covering, sheet metal work, locksmith and cabinetry.
7. Leaves jobsite clean and orderly at the end of every workday.
8. Keeps walkways, parking areas and entrances clean and clear of debris.
9. Operates vehicles, hand and power tools, and other equipment as needed.
10. Works with accuracy, attention to detail and meets deadlines.
11. Responds to special requests for maintenance services from staff members with supervisor approval.
12. Assists or substitutes for other maintenance personnel, as necessary.
13. Attends staff meetings.
14. Attends in-service and workshop trainings, applying training to instructional responsibilities.
15. Maintains appropriate certifications and training hours, as required.
16. Completes appropriate logs, forms and paperwork, as required.
17. Performs repair and maintenance for wood and metal shops, tools and equipment.
18. Cleans, sands, vacuums, dusts walls and other surfaces, before applying putty, bondo fillers, spackling, and painting.
19. Prepares work sites for maintenance and repairs.
20. Inspects project sites to assess materials and equipment to be used.
21. Assists in developing work plans and objectives as a specialized craft expert.
22. Submits requests for supplies, equipment, and personnel for maintenance projects.
23. Prepares estimates of labor, time, and costs of proposed projects.
24. Prepares work and inventory records and reports as directed.
25. Maintains and repairs maintenance equipment, tools and supplies.
26. 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 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. Ability to safely exercise good judgment to meet timelines and work in a dynamic environment.
- **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.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibility of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibility.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk, stand, sit, kneel, crouch, use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is frequently required to climb stairs and ladders, balance and smell. The employee must regularly lift and/or move up to 100 pounds and occasionally more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, ability to adjust focus, depth perception and peripheral vision. The employee must be able to demonstrate strength and dexterity to operate maintenance tools and machinery, cleaning equipment, and hand or power tools.

For further information regarding this position, see the Job Description link on our website: www.springfield.k12.or.us/jobs.

<i>Shift Type</i>	Full Time
<i>Salary Range</i>	Range 11: 16.17 - \$18.06 / Hourly
<i>Location</i>	MAINTENANCE

Applications Accepted

<i>Start Date</i>	02/07/2017
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