

## **JOB DESCRIPTION**

### **JOB TITLE: Maintenance Worker III**

**Job Purpose Statement/s:** The job of "Maintenance Worker III" is done for the purpose/s of maintaining facilities in safe operating condition; maintaining a preventive maintenance program; documenting information; and resolving immediate operational and/or safety concerns.

### **Essential Job Functions:**

- **Builds** items (e.g. counters, temporary partitions, etc.) for the purpose of modifying and/or adapting facilities to specific needs.
- **Coordinates** with other staff for the purpose of completing projects/work orders efficiently.
- **Directs** assigned maintenance support personnel for the purpose of ensuring work is completed safely and accurately and in a timely manner.
- **Inspects** facilities, systems and their component machinery requiring skilled maintenance trades (e.g. electrical, plumbing, security, etc.) for the purpose of identifying potential repairs and providing an ongoing program of preventive maintenance; system components (e.g. parts, equipment and facility appurtenances (e.g. sidewalks, fences, roads, etc.) for the purpose of identifying potential repairs and providing an ongoing program of preventative maintenance.
- **Installs** machinery and equipment requiring skilled maintenance trades (e.g. electrical, plumbing, security, etc.) for the purpose of maintaining facilities in safe, comfortable and operating condition.
- **Prepares** documentation for the purpose of providing written support and/or conveying information.
- **Procures** equipment, supplies and materials for the purpose of maintaining availability of required items and completing jobs efficiently.
- **Repairs** systems requiring the skills of maintenance trades (e.g. electrical, HVAC, plumbing, security, etc.) for the purpose of maintaining facilities in safe, comfortable and operating condition. Repairs system components (e.g. parts, equipment and facility appurtenances (e.g. sidewalks, fences, roads, etc.) for the purpose of maintaining facilities in a safe, comfortable and operating condition (e.g. facility damage, damaged playground equipment, roof leaks, etc.) for the purpose of resolving immediate safety concerns.
- **Responds** to emergency situations (e.g. facility damage, damaged playground equipment, roof leaks, etc.) for the purpose of resolving immediate safety concerns.
- **Transports** various items (e.g. equipment, supplies, etc.) for the purpose of providing materials at job site as required to complete tasks.

**JOB TITLE:** Maintenance Worker III (continued)

**Other Job Functions:**

- **Designs** systems/projects for the purpose of implementing new layouts.
- **Requests** quotations for the purpose of providing cost information, purchasing and securing items.
- **Transports** materials, furnishing, equipment, supplies, waste materials, etc. for the purpose of providing and/or removing items at school and/or job sites, event functions, etc.

**Job Requirement - Qualifications:**

**Skills, Knowledge and/or Abilities required:**

- **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 equipments.
- **Abilities** to stand for prolonged periods, perform a variety of skilled tasks, read, write, understand and carry out oral and written instruction in English; establish priorities, work independently with minimal supervision. Significant physical abilities include lifting/carrying/pushing/pulling, reaching/handling/fingering, talking/hearing conversations, near visual acuity/depth perception.

**Education Required:** High School diploma or equivalent

**Licenses, Certifications, Bonding, and/or Testing Required:** Valid Driver's License and evidence of insurability (DMV Report), Criminal Justice Fingerprint Clearance.

**Reports to:** Director of Facilities

**Terms of Employment:** 12 months

**Salary Placement:** Range: 43

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Classified Classified personnel and the Teamster Contract.

Board Approved: 5/19/98