

PENINSULA SCHOOL DISTRICT
Job Description

MAINTENANCE GENERAL - TEMPORARY

JOB SUMMARY

This position performs a variety of maintenance and repair functions that encompasses all trades and disciplines. Responsibilities include working with door hardware, carpentry related items such as wall repair and refinishing, floor refinishing and repair, light relamping, roof work and equipment installation.

DUTIES AND RESPONSIBILITIES

1. Assists locksmith in making keys and installing locks for doors, file cabinets and other items needing secure closures.
2. Assists in repairing locks and installing and repairing exit devices.
3. Repairs damaged walls and moldings; prepares surfaces for painting and applies paint. Replaces damaged ceiling tiles. Repairs damaged doors, door jambs and window frames; cuts and putties window glass into place. Repairs or replaces door closures.
4. Repairs broken floor tiles; refinishes gymnasium floors. Repairs broken windows; cuts pieces of wood to proper size and completes installation. Repairs lockers; cuts metal to fabricate parts as needed; rivets lockers to wall.
5. Replaces light bulbs; uses lift to reach lighting fixtures in high places.
6. Replaces cable and makes other repairs to athletic weight training equipment. Repairs broken furniture. Troubleshoots problems with vacuums and makes necessary repairs.
7. Completes all tasks with high standards of quality and appearance. Performs tasks with efficiency and organization.
8. Assists in training subordinates in maintenance techniques as required to improve subordinates skill level. Assists maintenance staff in general maintenance projects as requested, by performing painting, plastering, plumbing, electrical, carpentry or other tasks. Assists in fabricating equipment and materials.
9. Performs preventive maintenance on much of the district's equipment.
10. Performs a variety of related duties as assigned.

REPORTING RELATIONSHIPS:

Reports to Maintenance Foreman.

WORKING CONDITIONS:

Requires travel between work sites; requires visual concentration; occasionally required to stand for prolonged periods; periodically required to lift and carry heavy supplies or equipment; occasionally required to work outdoors in inclement weather. Occasionally required to work at heights and wear protective clothing.

AFFILIATION: Maintenance/Grounds

FLSA: Covered.

MINIMUM QUALIFICATIONS:

Education and Experience

High school graduation or equivalent and three years of experience in building maintenance, including carpentry.

Allowable Substitution

Alternative combinations of technical training and experience will be evaluated by the Human Resources for comparability.

Knowledge, Skills and Abilities

Knowledge of basic electrical systems.

General knowledge of carpentry.

Knowledge of building maintenance.

Skill in making repairs to walls, floors and fixtures.

Skill in using carpentry tools.

Ability to make repairs in a cost-effective manner.

Ability to make accurate arithmetic calculations.

Ability to learn basic locksmith duties.

Ability to troubleshoot mechanical problems.

Ability to learn the use of computers and various software programs.

Ability to work independently with minimal supervision.

Ability to establish and maintain effective working relationships with staff.

Licenses/Special Requirements

Valid Washington State driver's license; willing to complete training in first aid and CPR as required by the district.