

MAINTENANCE WORKER - JOURNEYMAN

Purpose Statement

The job of Maintenance Worker - Journeyman was established for the purpose/s of providing maintenance services with specific responsibility for ensuring completion of assigned work order projects; performing a wide variety of journeyman skilled maintenance activities (e.g. carpentry, plumbing, electrical, ventilating systems, alarms, boilers, etc.); assisting other maintenance workers; and ensuring that tools and materials are available at job site.

This job reports to Maintenance Supervisor

Essential Functions

- Attends meetings (e.g. site administrators monthly meeting, vendors, State inspectors, contractors, etc.) for the purpose of conveying and/or gathering information required to perform functions.
- Builds a variety of items (e.g. walls, counter tops, shelves, cabinets, etc.) for the purpose of modifying and/or adapting facilities to specific needs.
- Estimates labor and materials for the purpose of obtaining materials and assigning tasks to ensure job completion.
- Fabricates equipment parts for the purpose of meeting specialty needs and/or replacing unavailable parts.
- Identify any safety issue with facilities, vehicles, grounds, etc that could potentially harm someone for the purpose of taking appropriate action to prevent an incident in a timely manner.
- Informs personnel regarding procedures and/or status of work orders for the purpose of providing information for making decisions, taking appropriate action and/or complying with building and safety regulations.
- Installs a wide variety of materials and /or items (e.g. carpet, tile, roofing, cabinetry, drywall, plumbing, insulation, glass, electrical, masonry, locks, playground equipment, classroom and office systems components, etc.) for the purpose of providing enhancements and/or upgrades.
- Maintains vehicle, tools and equipment for the purpose of ensuring availability in safe operating condition.
- Oversees assigned workers for the purpose of ensuring the completion of projects in a timely manner and according to specifications.
- Performs journeyman level trade functions (e.g. carpentry, plumbing, painting, etc.) for the purpose of completing projects within established time frames.
- Prepares written materials (e.g. repair status, activity logs, etc.) for the purpose of documenting activities and/or conveying information.
- Repairs facilities, equipment, and systems (e.g. lockers, playground equipment, bleachers, augers, doors, windows, etc.) for the purpose of ensuring a safe working condition.
- Requests maintenance and repair equipment and supplies for the purpose of maintaining inventory and ensuring availability of items required to complete the necessary installation and/or repair.
- Transports a variety of tools, equipment and supplies for the purpose of ensuring the availability of materials required at job site.

Other Functions

- Analyzes blue prints, schematics, and drawings for the purpose of determining the efficient installation of new or upgraded systems.
- Attends educational seminars and meetings for the purpose of maintaining and upgrading job knowledge, skills and resolutions to safety issues.

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: performing skilled maintenance involving the carpentry, plumbing and electrical trades; using hand and power tools skillfully and safely; operating a variety of equipment and machinery such as various saws, planes, drill presses, sanders, jack hammers, drills, sandblasters and forklifts; operating a motor vehicles as necessary.

KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: methods, practices, equipment and tools used in various trades including carpentry, electrical and plumbing; health and safety regulations; proper methods of storing equipment, materials and supplies; requirements of maintaining school buildings in a safe, clean and orderly condition.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a wide variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: understanding and following oral and written directions; effectively communicate with diverse groups; establishing and maintaining effective working relationships with others; analyzing situations accurately and adopting an effective course of action; and maintaining routine records.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 45% walking, and 45% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

Experience Job related experience within specialized field is required.

Education Targeted job related education that meets organization's prerequisite requirements.

Equivalency None Specified

Required Testing

- Pre-employment Proficiency Test
- Pre-employment Drug Screening

Certificates & Licenses

- Valid Driver's License & Evidence of Insurability
- Journeyman's Card
- Medical Health Card

Continuing Educ. / Training

- Medical Health Card
- Additional training as required by the District

Clearances

- Criminal Justice Fingerprint/Background Clearance
- TB Test

FLSA Status

Non Exempt

Approval Date

06/18/2009

Salary Grade

Lane 10