

Stage Technician/Trade Assistant

Purpose Statement

The job of Stage Technician is done for the purpose/s of maintaining facilities in safe operating condition; addressing immediate operational and/or safety concerns; supporting outside theater production crews; and assisting skilled trades.

This job is distinguished from similar jobs by the following characteristics: This job is similar to a preventative maintenance technician, with additional people complexity as the function is often the senior representative of the school district when outside groups use the auditorium. It is also unique in that it maintains and runs specialized theater lighting, sound, and rigging equipment.

This job reports to Director of Maintenance, Operations & Facilities or Designee

Essential Functions

- Assists journeyman maintenance workers and mail/truck driver for the purpose of completing projects in a safe, efficient manner.
- Assists with monitoring contract work (e.g. installation of new equipment by outside companies, etc.) for the purpose of ensuring contract terms are fulfilled and work standards are met.
- Attends department meetings, in-service training, workshops, etc. for the purpose of gathering information required to perform job functions.
- Coordinates with stage production crews, other trades, other staff (e.g. producers, directors, technicians, electricians, custodians, etc.) for the purpose of ensuring smooth operation of facility during productions and completing projects and work orders efficiently.
- Delivers a variety of items (e.g. mail sacks, boxes, packages, cargo, office supplies, furniture, equipment, etc.) for the purpose of distributing items to assigned locations and/or individuals.
- Drives vehicles (e.g. truck, van, etc.) for the purpose of transporting orders and materials to designated sites.
- Informs personnel regarding status of work orders (e.g. updates/closes out normal and project work orders, etc.) for the purpose of providing information for making decisions, taking appropriate action and/or complying with health and building regulations.
- Loads and unloads delivery trucks (e.g. items from warehouse, mail, carpentry supplies, etc.) for the purpose of receiving stock and/or filling orders for transport.
- Maintains auditorium systems and equipment (e.g. electrical system, lighting, sound system, cables, fly/rope systems, etc.) for the purpose of ensuring availability in safe operating condition.
- Responds to situations during events (e.g. lighting/sound system malfunctions, rule violations, etc.) for the purpose of resolving immediate safety concerns.

Other Functions

- Performs other related duties as assigned and takes technical direction from lead personnel for the purpose of ensuring the efficient and effective functioning of the Department.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, 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: operating theater systems, lighting, rigging, sound, etc.; equipment used in skilled trades, power and hand tools, etc.; adhering to safety practices; handling hazardous materials; and planning and managing projects.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: standard methods, materials and tools used in theater production and multiple skilled trades; and safety practices and procedures.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: problem solving urgent/emergency situations during theater productions; adapting to changing work priorities; developing effective working relationships; displaying mechanical aptitude; and working under time constraints.

Responsibility

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

Work 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, 20% walking, and 70% 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 is required.

Education: High school diploma or equivalent.

Equivalency: Experience in Safety, Electrical, Minimum of four (4) years experience of stagecraft and stage operation, including sound and light equipment, building maintenance, rigging, motion and slide picture projection.

Required Testing

Pre-Employment Proficiency Test

Continuing Educ. / Training

Maintains Certificates and/or Licenses

Certificates and Licenses

Driver's License & Evidence of Insurability

Clearances

DOJ/FBI Fingerprint/Background Clearance

Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

12/13/2016

Salary Grade

37

HVAC Technician-Lead

Purpose Statement

The job of HVAC Technician-Lead is done for the purpose/s of providing HVAC services with specific responsibility for guiding assigned workers; ensuring completion of projects; identifying repair and/or replacement needs; monitoring, installing, repairing, maintaining and upgrading HVAC systems and equipment; assisting other skilled trades; and ensuring that tools and materials are available at job site.

This job reports to Director of Maintenance, Operations & Facilities or Designee

Essential Functions

- Assists with monitoring contract work (e.g. installation of new equipment by outside companies, etc.) for the purpose of ensuring contract terms are fulfilled and work standards are met.
- Attends department meetings, in-service training, workshops, etc. for the purpose of gathering information required to perform job functions.
- Cleans air conditioning and heating units (e.g. filters, coils, condensation pans, drain lines, cooling towers, etc.) for the purpose of ensuring units are operating correctly and within safety guidelines.
- Coordinates with other leads, trades and outside vendors (e.g. electricians, equipment manufacturers, etc.) for the purpose of completing projects and work orders efficiently.
- Diagnoses causes of problems and/or failures in heating/air conditioning systems (e.g. no heat/air, too hot/too cold, etc.) for the purpose of identifying equipment and/or systems repair and/or replacement needs.
- Informs personnel regarding procedures and/or status of work orders (e.g. updating, closing work orders, etc.) for the purpose of providing information for making decisions, taking appropriate action and/or complying with building and safety regulations.
- Installs heating and air conditioning equipment and systems (e.g. any system using natural gas: heating, ovens; refrigerators/ice makers; heating systems: exhaust, boiler, pumps, etc.) for the purpose of providing enhanced and/or upgraded capabilities.
- Monitors HVAC systems and their components (e.g. heating units, building exhaust fans, ventilation units, filters, etc.) for the purpose of evaluating condition, identifying necessary repairs and recommending preventive maintenance.
- Operates scissor lift and JLG (Boom lift) for the purpose of providing an independent work platform as needed.
- Oversees assigned personnel and the day to day activities and operations (e.g. assigning work orders, ensuring completion of tasks, etc.) for the purpose of providing leadership direction to ensure assignments are completed in a safe, proper and timely manner and maximizing the efficiency of the workforce.
- Performs routine and preventive maintenance (e.g. cleaning and replacing filters, annual boiler inspections, etc.) for the purpose of ensuring the ongoing functioning of HVAC systems.
- Procures equipment and supplies for the purpose of maintaining availability of required items in order to complete jobs efficiently.

- Repairs heating and air conditioning systems and/or components (e.g. any system using natural gas: heating, ovens; refrigerators/ice makers; heating systems: exhaust, boiler, pumps, motors, air handlers, fan coils, piping, etc.) for the purpose of ensuring a comfortable work environment.
- Responds to emergency situations (e.g. no heat, etc.) for the purpose of resolving immediate safety concerns.
- Transports a variety of tools, equipment and supplies (e.g. spare parts, tools, ladders, etc.) for the purpose of ensuring the availability of materials required at job site.

Other Functions

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

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, 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: operating equipment used in the installation, repair and maintenance on HVAC equipment; planning and managing projects; preparing and maintaining accurate records; and handling hazardous materials.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: indoor air monitoring equipment and interpret resulting data; standards for design and construction; air conditioning and heating codes; and hazards and safety precautions.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of processes. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a 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: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; working with constant interruptions; and displaying mechanical aptitude.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; providing information and/or advising others; 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.

Work 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, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 15% walking, and 75% standing. The job is performed under minimal temperature variations and under conditions with exposure to risk of injury and/or illness.

Experience: Job related experience within a specialized field is required.

Education: Targeted, job related education with study in job-related area.

Equivalency: Minimum of four years of journeyman level and/or apprenticeship program or eight years increasingly responsible experience in maintaining and repairing of heating, cooling, and ventilating equipments including electrical and pneumatic controls.

Required Testing

Pre-Employment Proficiency Test

Certificates and Licenses

Certification for maintenance of HVAC equipment

Driver's License & Evidence of Insurability
Boom Lift/JLG Certification

Continuing Educ. / Training

Maintains Certificates and/or Licenses

Clearances

DOJ/FBI Fingerprint/Background Clearance

Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

12/13/2016

Salary Grade

56

HVAC Technician

Purpose Statement

The job of HVAC Technician is done for the purpose/s of providing HVAC services with specific responsibility for identifying repair and/or replacement needs; installing, repairing, maintaining and upgrading HVAC systems and equipment under the direction of the HVAC Technician-Lead; assisting other skilled trades; and ensuring that tools and materials are available at job site.

This job reports to Director of Maintenance, Operations & Facilities or Designee

Essential Functions

- Assists with monitoring contract work (e.g. installation of new equipment by outside companies, etc.) for the purpose of ensuring contract terms are fulfilled and work standards are met.
- Attends department meetings, in-service training, workshops, etc. for the purpose of gathering information required to perform job functions.
- Cleans air conditioning and heating units (e.g. filters, coils, condensation pans, drain lines, cooling towers, etc.) for the purpose of ensuring units are operating correctly and within safety guidelines.
- Coordinates with other trades and outside vendors (e.g. electricians, equipment manufacturers, etc.) for the purpose of completing projects and work orders efficiently.
- Diagnoses causes of problems and/or failures in heating/air conditioning systems (e.g. no heat/air, too hot/too cold, etc.) for the purpose of identifying equipment and/or systems repair and/or replacement needs.
- Informs personnel regarding procedures and/or status of work orders (e.g. updating, closing work orders, etc.) for the purpose of providing information for making decisions, taking appropriate action and/or complying with building and safety regulations.
- Installs heating and air conditioning equipment and systems (e.g. any system using natural gas: heating, ovens; refrigerators/ice makers; heating systems: exhaust, boiler, pumps, etc.) for the purpose of providing enhanced and/or upgraded capabilities.
- Operates scissor lift and JLG (Boom lift) for the purpose of providing an independent work platform as needed.
- Performs routine and preventive maintenance (e.g. cleaning and replacing filters, annual boiler inspections, etc.) for the purpose of ensuring the ongoing functioning of HVAC systems.
- Repairs heating and air conditioning systems and/or components (e.g. any system using natural gas: heating, ovens; refrigerators/ice makers; heating systems: exhaust, boiler, pumps, motors, air handlers, fan coils, piping, etc.) for the purpose of ensuring a comfortable work environment.
- Requests equipment and supplies (e.g. spare parts, new boiler, etc.) for the purpose of maintaining inventory and ensuring availability of items required to complete the necessary installation and/or repair.
- Responds to emergency situations (e.g. no heat, etc.) for the purpose of resolving immediate safety concerns.
- Transports a variety of tools, equipment and supplies (e.g. spare parts, tools, ladders, etc.) for the purpose of ensuring the availability of materials required at job site.

Other Functions

- Performs other related duties as assigned and takes technical direction from lead personnel for the purpose of ensuring the efficient and effective functioning of the Department.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, 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: operating equipment used in the installation, repair and maintenance on HVAC equipment; planning and managing projects; preparing and maintaining accurate records; and handling hazardous materials.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: indoor air monitoring equipment and interpret resulting data; standards for design and construction; air conditioning and heating codes; and hazards and safety precautions.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using a variety of processes. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a 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: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; working with constant interruptions; and displaying mechanical aptitude.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; providing information and/or advising others; 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 have some impact on the organization's services.

Work 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, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 15% walking, and 75% standing. The job is performed under minimal temperature variations and under conditions with exposure to risk of injury and/or illness.

Experience: Job related experience within a specialized field is required.

Education: Targeted, job related education with study in job-related area.

Equivalency: Minimum of four years of journeyman level and/or apprenticeship program or eight years increasingly responsible experience in maintaining and repairing of heating, cooling, and ventilating equipments including electrical and pneumatic controls.

Required Testing

Pre-Employment Proficiency Test

Certificates and Licenses

Certification for maintenance of HVAC equipment

Driver's License & Evidence of Insurability
Boom Lift/JLG Certification

Continuing Educ. / Training

Maintains Certificates and/or Licenses

Clearances

DOJ/FBI Fingerprint/Background Clearance

Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

12/13/2016

Salary Grade

52

Carpenter-Lead

Purpose Statement

The job of Carpenter-Lead is done for the purpose/s of providing carpentry services with specific responsibility for guiding assigned workers; ensuring completion of projects; identifying repair and/or replacement needs; installing, repairing, and building items; assisting other skilled trades; and ensuring that tools and materials are available at job site.

This job reports to Director of Maintenance, Operations & Facilities or Designee

Essential Functions

- Attends department meetings, in-service training, workshops, etc. (e.g. staff meetings, etc.) for the purpose of gathering information required to perform job functions.
- Builds a variety of items (e.g. walls, counter tops, cabinets, shelving, moldings, minor concrete repair, paving, wood fencing, etc.) for the purpose of modifying and/or adapting facilities to specific needs.
- Coordinates with supervisor, site personnel, other trades, other leads, and outside contractors, (e.g. plumber, electrician, HVAC, etc.) for the purpose of completing projects and work orders efficiently.
- Cuts new or duplicate keys (e.g. building and vehicle keys, file cabinets, desks, cabinets, panic bar exit devices, lost or stolen locks/keys, etc.) for the purpose of providing the district with a master key system and ensuring security of its facilities.
- Informs personnel regarding procedures and/or status of work orders (e.g. updating/closing work orders, etc.) for the purpose of providing necessary information for making decisions, taking appropriate action and/or complying with building and safety regulations.
- Installs a variety of equipment, fixtures and fabrications (e.g. playground, classroom and office systems components, televisions, whiteboards, projector screens, floor/ceiling tiles, partitions, door frames/hardware, gutters, cabinets, carpets, etc.) for the purpose of providing a safe and workable environment.
- Installs locking system (e.g. doors, door hardware, closures, panic hardware, changes lock combinations, security bolts, etc.) for the purpose of maintaining a safe and secure facility.
- Maintains vehicle, tools and equipment (e.g. power tools, saws, etc.) for the purpose of ensuring availability in safe operating condition.
- Operates scissor lift and JLG (Boom lift) for the purpose of providing an independent work platform as needed.
- Oversees assigned personnel and the day to day activities and operations (e.g. assigns work orders, etc.) for the purpose of providing leadership direction to ensure assignments are completed in a safe, proper and timely manner and maximizing the efficiency of the workforce.
- Participates in meetings, workshops, training, and seminars, as assigned for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares written materials (e.g. master key system (paper and online records), repair status, activity logs, etc.) for the purpose of documenting activities and/or conveying information.
- Procures equipment and supplies (e.g. hardware, tools, lumber, etc.) for the purpose of maintaining availability of required items in order to complete jobs efficiently.

- Repairs a variety of furniture and fixtures (e.g. playground, classroom and office systems components, dropped ceilings, partitions, door frames/hardware, gutters, cabinets, carpets, flooring, etc.) for the purpose of ensuring a safe working condition.
- Responds to emergency situations (e.g. locked out, can't secure door, broken window, etc.) for the purpose of resolving immediate safety concerns.
- Transports a variety of tools, equipment and supplies (e.g. hardware, ladders, tools, etc.) for the purpose of ensuring the availability of materials required at job site.

Other Functions

- Performs other related duties as assigned for the purpose of providing leadership to ensure the efficient and effective functioning of the Department.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, 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: operating equipment used in locksmith/carpentry maintenance; planning and managing projects; preparing and maintaining accurate records; and adhering to safety practices.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods, techniques, materials, tools used in locksmith/carpentry installation, maintenance, and repair; and safety practices and procedures.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize a variety of types of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; and working with constant interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; 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 have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, significant climbing and balancing, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 15% walking, and 75% standing. The job is performed under minimal temperature variations and under conditions with exposure to risk of injury and/or illness.

Experience: Job related experience within a specialized field is required.

Education: High school diploma or equivalent.

Equivalency: Minimum of four years of journeyman level and/or apprenticeship program experience in the carpentry field or eight years of increasingly responsible carpentry work, including a wide variety of skilled trade work with some experience in the direction of maintenance project and maintenance work crews.

Required Testing

Pre-Employment Proficiency Test

Certificates and Licenses

Driver's License & Evidence of Insurability

Continuing Educ. / Training

Maintains Certificates and/or Licenses

Clearances

DOJ/FBI Fingerprint/Background Clearance

Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

12/13/2016

Salary Grade

56

Carpenter

Purpose Statement

The job of Carpenter is done for the purpose/s of providing carpentry services with specific responsibility for identifying repair and/or replacement needs; installing, repairing, and building items; assisting other skilled trades; and ensuring that tools and materials are available at job site.

This job reports to Director, Maintenance, Operations, and Facilities

Essential Functions

- Attends department meetings, in-service training, workshops, etc. (e.g. staff meetings, etc.) for the purpose of gathering information required to perform job functions.
- Builds a variety of items (e.g. counter tops, cabinets, shelving, moldings, minor concrete repair, etc.) for the purpose of modifying and/or adapting facilities to specific needs.
- Coordinates with other trades (e.g. plumber, electrician, HVAC, etc.) and site personnel for the purpose of completing projects and work orders efficiently.
- Cuts new or duplicate keys (e.g. building and vehicle keys, file cabinets, desks, cabinets, panic bar exit devices, lost or stolen locks/keys, etc.) for the purpose of providing the district with a master key system and ensuring security of its facilities.
- Informs personnel regarding procedures and/or status of work orders (e.g. updating/closing work orders, etc.) for the purpose of providing necessary information for making decisions, taking appropriate action and/or complying with building and fire/life safety regulations.
- Installs a variety of equipment, fixtures and fabrications (e.g. playground, classroom and office systems components, televisions, whiteboards, projector screens, floor/ceiling tiles, partitions, door frames/hardware, gutters, cabinets, carpets, etc.) for the purpose of providing a safe and workable environment.
- Installs locking system (e.g. doors, door hardware, closures, panic hardware/exit devices, changes lock combinations, security bolts, etc.) for the purpose of maintaining a safe and secure facility.
- Maintains vehicle, tools and equipment (e.g. power tools, saws, etc.) for the purpose of ensuring availability in safe operating condition.
- Operates scissor lift and JLG (Boom lift) for the purpose of providing an independent work platform as needed.
- Participates in staff meetings, workshops, training, and seminars, as assigned for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares written materials (both manual and computerized) (e.g. master key/lock system (paper and online records), repair status, activity logs, etc.) for the purpose of documenting activities and/or conveying information.
- Repairs a variety of furniture and fixtures (e.g. classroom and office systems components, dropped ceilings, partitions, door frames/hardware, gutters, cabinets, carpets, flooring, etc.) for the purpose of ensuring a safe working condition.

- Requests equipment and supplies (e.g. hinges, locks, keys, sealants, wood, hardware, etc.) for the purpose of maintaining inventory and ensuring availability of items required to complete the necessary installation and/or repair.
- Responds to emergency situations (e.g. locked out, can't secure door, broken window, etc.) for the purpose of resolving immediate safety concerns.
- Transports a variety of tools, equipment and supplies (e.g. hardware, ladders, tools, etc.) for the purpose of ensuring the availability of materials required at job site.

Other Functions

- Performs other related duties as assigned and takes technical direction from lead personnel for the purpose of ensuring the efficient and effective functioning of the Department.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, 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: operating equipment used in locksmith/carpentry maintenance; planning and managing projects; preparing and maintaining accurate records; adhering to safety practices.; and operating standard office equipment including computers using pertinent software applications.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods, techniques, materials, tools used in locksmith/carpentry installation, maintenance, and repair; and safety practices and procedures.

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 in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; and working with constant interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; providing information and/or advising others; 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 have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, significant climbing and balancing, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 15% walking, and 75% standing. The job is performed under minimal temperature variations and under conditions with exposure to risk of injury and/or illness.

Experience: Job related experience within a specialized field is required.

Education: High school diploma or equivalent.

Equivalency: Minimum of four years of journeyman level and/or apprenticeship program experience in the carpentry field or eight years of increasingly responsible carpentry work, including a wide variety of skilled trade work with some experience in the direction of maintenance project and maintenance work crews.

Required Testing

Pre-Employment Proficiency Test

Certificates and Licenses

Driver's License & Evidence of Insurability

Continuing Educ. / Training

Maintains Certificates and/or Licenses

Clearances

DOJ/FBI Fingerprint/Background Clearance

Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

12/13/2016

Salary Grade

52

Painter-Lead

Purpose Statement

The job of Painter-Lead is done for the purpose/s of providing painting services with specific responsibility for guiding assigned workers; ensuring completion of projects; identifying repair and maintenance needs; preparing, painting and/or staining a variety of surfaces; ensuring completion of projects in accordance with trade standards; assisting other skilled trades; and ensuring that tools and materials are available at job site.

This job reports to Director of Maintenance, Operations & Facilities or Designee

Essential Functions

- Attends department meetings, in-service training, workshops, etc. for the purpose of gathering information required to perform job functions.
- Coordinates with supervisor, site personnel, other trades, other leads, and outside contractors, (e.g. carpenters, plumbers, etc.) for the purpose of completing projects and work orders efficiently.
- Estimates materials and/or equipment needed to complete work projects (e.g. paint color, type, painting supplies, etc.) for the purpose of obtaining materials and assigning tasks to ensure job completion.
- Informs personnel regarding procedures and/or status of work orders (e.g. updating/closing work orders, etc.) for the purpose of providing necessary information for making decisions, taking appropriate action and/or complying with building and safety regulations.
- Maintains a variety of files and records (e.g. work orders, paint color catalogue, supply lists, MSDS, etc.) for the purpose of providing an up to date reference and audit trail.
- Maintains vehicle, tools and equipment (e.g. paint brushes, rollers, texture tools, ladders, etc.) for the purpose of ensuring availability in safe operating condition.
- Monitors buildings and facilities (e.g. peeling paint, graffiti, etc.) for the purpose of evaluating condition, identifying necessary repairs and recommending preventive maintenance.
- Operates scissor lift and JLG (Boom lift) for the purpose of providing an independent work platform as needed.
- Oversees assigned personnel and the day to day activities and operations (e.g. assigning work orders, ensuring completion of tasks, etc.) for the purpose of providing leadership direction to ensure assignments are completed in a safe, proper and timely manner and maximizing the efficiency of the workforce.
- Paints a variety of surfaces (e.g. buildings, curbs, playgrounds, parking lot markings, gymnasium floors, outdoor furniture, etc.) for the purpose of maintaining facilities in an attractive, safe, and usable condition.
- Prepares a variety of surfaces (e.g. cleaning, sanding, patching, masking, nail holes, cracks, joints, taping, texture, etc.) for the purpose of ensuring that they are ready for painting and/or refinishing.
- Procures equipment and supplies (e.g. paint, graffiti remover, drop clothes, brushes, rollers, etc.) for the purpose of maintaining inventory and ensuring availability of items required to complete the necessary installation and/or repair.
- Removes graffiti (e.g. cleaning walls, windows, etc.) for the purpose of minimizing vandalism and maintaining attractive facilities.

- Responds to emergency situations (e.g. graffiti removal, etc.) for the purpose of resolving immediate safety concerns.
- Transports a variety of tools, equipment and supplies (e.g. ladders, a-frames, painting tools and supplies, etc.) for the purpose of ensuring the availability of materials required at job site.

Other Functions

- Performs other related duties as assigned (e.g. assist other trades, etc.) for the purpose of ensuring the efficient and effective functioning of the Department.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, 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: operating equipment used in industrial painting including air spraying equipment, line spraying equipment, brushes, rollers, ladders, scaffolding, etc.; handling hazardous materials; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods, techniques, materials, tools used in painting; and safety practices and procedures.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather and/or collate data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with similar types of data; and utilize a variety of types of job-related equipment. Problem solving is required to analyze 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: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; setting priorities; working as part of a team; and ability to read, write and communicate clearly in English.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; 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 have some impact on the organization's services.

Work 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, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 15% walking, and 75% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience: Job related experience within a specialized field is required.

Education: Targeted, job related education with study in job-related area.

Equivalency: Minimum of four years of journeyman level and/or apprenticeship program experience in the painting field or at least eight years of increasingly responsible painting work, including a wide variety of skilled trade work with some experience in the direction of maintenance.

Required Testing

Pre-Employment Proficiency Test

Continuing Educ. / Training

Maintains Certificates and/or Licenses

Certificates and Licenses

Driver's License & Evidence of Insurability
Boom Lift/JLG Certification

Clearances

DOJ/FBI Fingerprint/Background Clearance

Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

12/13/2016

Salary Grade

56

Painter

Purpose Statement

The job of Painter is done for the purpose/s of providing painting services with specific responsibility for identifying repair and maintenance needs; preparing, painting and/or staining a variety of surfaces; ensuring completion of projects in accordance with trade standards; assisting other skilled trades; and ensuring that tools and materials are available at job site.

This job reports to Director of Maintenance, Operations & Facilities or Designee

Essential Functions

- Attends department meetings, in-service training, workshops, etc. for the purpose of gathering information required to perform job functions.
- Coordinates with supervisor, site personnel, other trades, and outside contractors, (e.g. carpenters, plumbers, outside contractors, etc.) for the purpose of completing projects and work orders efficiently.
- Estimates materials and/or equipment needed to complete work projects (e.g. paint color, type, painting supplies, etc.) for the purpose of obtaining materials and assigning tasks to ensure job completion.
- Informs personnel regarding procedures and/or status of work orders (e.g. updating/closing work orders, etc.) for the purpose of providing necessary information for making decisions, taking appropriate action and/or complying with building and safety regulations.
- Maintains a variety of files and records (e.g. work orders, paint color catalogue, supply lists, etc.) for the purpose of providing an up to date reference and audit trail.
- Maintains vehicle, tools and equipment (e.g. paint brushes, rollers, texture tools, ladders, etc.) for the purpose of ensuring availability in safe operating condition.
- Monitors buildings and facilities (e.g. peeling paint, graffiti, etc.) for the purpose of evaluating condition, identifying necessary repairs and recommending preventive maintenance.
- Operates scissor lift and JLG (Boom lift) for the purpose of providing an independent work platform as needed.
- Paints a variety of surfaces (e.g. buildings, curbs, playgrounds, parking lot markings, gymnasium floors, outdoor furniture, etc.) for the purpose of maintaining facilities in an attractive, safe, and usable condition.
- Prepares a variety of surfaces (e.g. cleaning, sanding, patching, masking, nail holes, cracks, joints, taping, texture, etc.) for the purpose of ensuring that they are ready for painting and/or refinishing.
- Removes graffiti (e.g. cleaning walls, windows, etc.) for the purpose of minimizing vandalism and maintaining attractive facilities.
- Procures equipment and supplies (e.g. paint, graffiti remover, drop clothes, brushes, rollers, etc.) for the purpose of maintaining inventory and ensuring availability of items required to complete the necessary installation and/or repair.
- Responds to emergency situations (e.g. graffiti removal, etc.) for the purpose of resolving immediate safety concerns.
- Transports a variety of tools, equipment and supplies (e.g. ladders, a-frames, painting tools and supplies, etc.) for the purpose of ensuring the availability of materials required at job site.

Other Functions

- Performs other related duties as assigned and takes technical direction from lead personnel for the purpose of ensuring the efficient and effective functioning of the Department.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, 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: operating equipment used in industrial painting including air spraying equipment, line spraying equipment, brushes, rollers, ladders, scaffolding, etc.; handling hazardous materials; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods, techniques, materials, tools used in painting; and safety practices and procedures.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with similar types of data; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data 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: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; setting priorities; working as part of a team; and ability to read, write and communicate clearly in English.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; providing information and/or advising others; 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 have some impact on the organization's services.

Work 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, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 20% walking, and 70% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience: Job related experience within a specialized field is required.

Education: Targeted, job related education with study in job-related area.

Equivalency: Minimum of four years of journeyman level and/or apprenticeship program experience in the painting field or at least eight years of increasingly responsible painting work, including a wide variety of skilled trade work with some experience in the direction of maintenance.

Required Testing

Pre-Employment Proficiency Test

Certificates and Licenses

Driver's License & Evidence of Insurability
Boom Lift/JLG Certification

Continuing Educ. / Training

Maintains Certificates and/or Licenses

Clearances

DOJ/FBI Fingerprint/Background Clearance

Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

12/13/2016

Salary Grade

52

Gardener Crew Chief

Purpose Statement

The job of Gardener Crew Chief is done for the purpose/s of providing grounds maintenance services at assigned site/s; ensuring attractive and safe grounds area/s and athletic fields; protecting against erosion; performing a variety of special grounds maintenance operations; maintaining grounds for assemblies, events and/or recreational activities; overseeing and supporting assigned groundskeepers in the performance of their assignments; and ensuring that assignments are completed in a safe, proper and timely manner.

This job reports to Director of Maintenance, Operations & Facilities or Designee

Essential Functions

- Applies organic pesticides to site facilities. for the purpose of maintaining a continuing program of preventive pest control.
- Assists maintenance workers with projects for the purpose of coordinating with other leads to complete projects in a safe, efficient manner.
- Attends department meetings, in-service training, workshops, etc. for the purpose of gathering information required to perform job functions.
- Cleans landscaped areas and related items (e.g. storm drains, fields, litter, etc.) for the purpose of preventing flooding and removing hazards.
- Informs personnel regarding procedures and/or status of work orders for the purpose of providing information for decisions making, taking appropriate action and/or complying with health and safety regulations.
- Informs staff, students and others present at job sites (e.g. post MSDS info, signage, etc.) for the purpose of providing information on pest control chemicals and related health hazards.
- Maintains job related grounds keeping equipment (e.g. oil parts, sharpen blades, replace filters/belts, repair paint machine, etc.) for the purpose of ensuring for the availability of equipment in a safe operating condition.
- Makes minor repairs to irrigation systems and components (e.g. valves, wiring, timers, switches, etc.) for the purpose of ensuring equipment and/or components are in proper working order and coordinating with other trades as needed.
- Operates scissor lift and JLG (Boom lift) for the purpose of providing an independent work platform as needed.
- Oversees assigned personnel and the day to day activities and operations (e.g. assigns work orders, etc.) for the purpose of providing leadership direction to ensure assignments are completed in a safe, proper and timely manner and maximizing the efficiency of the workforce.
- Plants a variety of landscaping materials (e.g. lawns, shrubbery, flowers, etc.) for the purpose of keeping the grounds attractive and protecting against erosion.
- Prepares grounds and athletic fields (e.g. fertilizes soil, courtyards, flower beds, chalk fields, paint striping, drag tracks, line field, setup barricades, etc.) for the purpose of providing adequate, clean and safe areas for assemblies, recreational activities and/or athletic events.

- Responds to immediate safety and/or operational concerns (e.g. facility damage, vandalism, irrigation alarms, faulty sprinklers, blocked drains, etc.) for the purpose of taking appropriate action or notifying appropriate personnel for resolution.
- Transports a variety of tools, equipment, supplies, etc. (e.g. weed cutter, blowers, mower, shears, loppers, safety gear, gloves, etc.) for the purpose of ensuring the availability of materials required at job site.

Other Functions

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

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple 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: operating equipment used in grounds maintenance including tractors; weed whips; mowers; hand and power tools; etc.; and adhering to safety practices.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: method of preparing and maintaining various plants; shrubs; lawns; etc.; hazardous materials: safe use and disposal of pesticides, herbicides and chemicals used in grounds and maintenance work; and safety practices and procedures.

ABILITY is required to schedule activities, meetings, and/or events; collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; meeting deadlines and schedules; working under time constraints; and communicating with diverse groups.

Responsibility

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

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 30% walking, and 60% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience with increasing levels of responsibility is desired.

Education: High school diploma or equivalent.

Equivalency: .

Required Testing

Pre-Employment Proficiency Test

Certificates and Licenses

Driver's License & Evidence of Insurability
Boom Lift/JLG Certification

Continuing Educ. / Training

Maintains Certificates and/or Licenses

Clearances

DOJ/FBI Fingerprint/Background Clearance

Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

12/13/2016

Salary Grade

42

Gardener

Purpose Statement

The job of Gardener is done for the purpose/s of providing grounds maintenance services at assigned site/s; ensuring attractive and safe grounds area/s and athletic fields; protecting against erosion; performing a variety of special grounds maintenance operations; and maintaining grounds for assemblies, events and/or recreational activities.

This job reports to Director of Maintenance, Operations & Facilities or Designee

Essential Functions

- Applies organic pesticides to site facilities. for the purpose of maintaining a continuing program of preventive pest control.
- Assists maintenance workers with projects for the purpose of completing projects in a safe, efficient manner.
- Attends department meetings, in-service training, workshops, etc. for the purpose of gathering information required to perform job functions.
- Cleans landscaped areas and related items (e.g. storm drains, fields, litter, etc.) for the purpose of preventing flooding and removing hazards.
- Informs personnel regarding procedures and/or status of work orders for the purpose of providing information for decisions making, taking appropriate action and/or complying with health and safety regulations.
- Informs staff, students and others present at job sites (e.g. post MSDS info, signage, etc.) for the purpose of providing information on pest control chemicals and related health hazards.
- Maintains job related grounds keeping equipment (e.g. oil parts, sharpen blades, replace filters/belts, repair paint machine, etc.) for the purpose of ensuring for the availability of equipment in a safe operating condition.
- Makes minor repairs to irrigation systems and components (e.g. valves, wiring, timers, switches, etc.) for the purpose of ensuring equipment and/or components are in proper working order and coordinating with other trades as needed.
- Operates scissor lift and JLG (Boomlift) for the purpose of providing an independent work platform as needed.
- Plants a variety of landscaping materials (e.g. lawns, shrubbery, flowers, etc.) for the purpose of keeping the grounds attractive and protecting against erosion.
- Prepares grounds and athletic fields (e.g. fertilizes soil, courtyards, flower beds, chalk fields, paint striping, drag tracks, line field, setup barricades, etc.) for the purpose of providing adequate, clean and safe areas for assemblies, recreational activities and/or athletic events.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, vandalism, irrigation alarms, faulty sprinklers, blocked drains, etc.) for the purpose of taking appropriate action or notifying appropriate personnel for resolution.

- Transports a variety of tools, equipment, supplies, etc. (e.g. weed cutter, blowers, mower, shears, loppers, safety gear, gloves, etc.) for the purpose of ensuring the availability of materials required at job site.

Other Functions

- Performs other related duties as assigned and takes technical direction from lead personnel for the purpose of ensuring the efficient and effective functioning of the Department.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple 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: operating equipment used in grounds maintenance including tractors; weed whips; mowers; hand and power tools; etc.; and adhering to safety practices.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: method of preparing and maintaining various plants; shrubs; lawns; etc.; hazardous materials: safe use and disposal of pesticides, herbicides and chemicals used in grounds and maintenance work; and safety practices and procedures.

ABILITY is required to schedule activities; collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize a variety of job-related equipment. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; meeting deadlines and schedules; working under time constraints; and communicating with diverse groups.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; operating within a defined budget. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 15% sitting, 40% walking, and 45% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience is required.

Education: High school diploma or equivalent.

Equivalency: Minimum of one year job related experience.

Required Testing

Pre-Employment Proficiency Test

Certificates and Licenses

Driver's License & Evidence of Insurability
Boom Lift/JLG Certification

Continuing Educ. / Training

Maintains Certificates and/or Licenses

Clearances

DOJ/FBI Fingerprint/Background Clearance

Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

12/13/2016

Salary Grade

35

Grounds and Facility Attendant

Purpose Statement

The job of Grounds and Facility Attendant is done for the purpose/s of providing grounds maintenance services at assigned site/s; ensuring clean and safe grounds area/s and athletic fields; protecting against erosion; performing a variety of special grounds maintenance operations; and maintaining grounds for assemblies, events and/or recreational activities.

This job reports to Director of Maintenance, Operations & Facilities or Designee

Essential Functions

- Assists in the application of organic pesticides for the purpose of controlling insects and weeds in accordance with established procedures.
- Attends department meetings, in-service training, workshops, etc. for the purpose of gathering information required to perform job functions.
- Cleans assigned facilities and/or grounds (e.g. classrooms, offices, gym, restrooms, multipurpose rooms, pool perimeter, grounds, etc.) for the purpose of maintaining a sanitary, safe and clean environment.
- Cleans landscaped areas and related items (e.g. storm drains, fields, litter, etc.) for the purpose of preventing flooding and removing hazards.
- Observes students and staff in and around work areas (e.g. halls, multipurpose rooms, lunch room, restrooms, grounds, etc.) for the purpose of preventing injuries and ensuring site safety.
- Patrols school facilities on weekends (e.g. grounds, roads, buildings, adjacent areas, parking lots, etc.) for the purpose of providing visibility.
- Performs routine and preventative maintenance (e.g. strip/wax floors, moves furniture, cleaning, etc.) for the purpose of ensuring the ongoing functioning of facilities.
- Prepares buildings and grounds for use by district and non-district events (e.g. cafeteria, library, multi-purpose rooms, etc.) for the purpose of completing set-up design documented in permit (event description).
- Prepares site for daily operations (e.g. opening/closing facilities, raising/lowering flags, sweeping walkways, sorting recyclables, etc.) for the purpose of ensuring facilities are safe and operational.
- Prepares grounds and athletic fields for special events (e.g. setup microphones/scoreboards, setup chairs, touch-up existing lines on fields, paint striping, etc.) for the purpose of providing adequate, clean and safe areas for assemblies, recreational activities and/or athletic events.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, vandalism, alarms, etc.) for the purpose of taking appropriate action or notifying appropriate personnel for resolution.
- Secures facilities and grounds on weekends (e.g. doors, gates, alarms, lights, etc.) for the purpose of minimizing property damage, equipment loss and/or potential liability.
- Transports a variety of tools, equipment, supplies, etc. for the purpose of ensuring the availability of materials required at job site.

Other Functions

- Performs other related duties as assigned and takes technical direction from lead personnel for the purpose of ensuring the efficient and effective functioning of the Department.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple 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: operating equipment used in grounds maintenance including tractors; weed whips; mowers; hand and power tools; etc.; and adhering to safety practices.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read and follow instructions; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: method of preparing and maintaining various plants; shrubs; lawns; etc.; and safety practices and procedures.

ABILITY is required to schedule activities; collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize a variety of job-related equipment. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; meeting deadlines and schedules; working under time constraints; and communicating with diverse groups.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 5% sitting, 55% walking, and 40% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience is desired.

Education: High school diploma or equivalent.

Equivalency: .

Required Testing

Pre-Employment Proficiency Test

Continuing Educ. / Training

Maintains Certificates and/or Licenses

Certificates and Licenses

Driver's License & Evidence of Insurability

Clearances

DOJ/FBI Fingerprint/Background Clearance

Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

12/13/2016

Salary Grade

33

Preventative Maintenance Technician

Purpose Statement

The job of Preventative Maintenance Technician is done for the purpose/s of providing maintenance services with specific responsibility for maintaining facilities in safe operating condition; addressing immediate operational and/or safety concerns; assisting skilled trades; and ensuring that tools and materials are available at job site.

This job reports to Director, Maintenance, Operations, and Facilities or Designee

Essential Functions

- Assists with cleaning culverts, catch basins and other drainage structures for the purpose of preventing damage and/or limiting liability exposure.
- Assists journeyman maintenance workers with projects (e.g. taping/prepping for painters, helping electrician pull wire, demolition in prep for carpenters, etc.) for the purpose of completing projects in a safe, efficient manner.
- Attends department meetings, in-service training, workshops, etc. for the purpose of gathering information required to perform job functions.
- Coordinates with assigned lead and/or supervisor and other trades (e.g. electrician, plumbers, carpenters, HVAC, painters, etc.) for the purpose of completing projects and work orders efficiently.
- Informs personnel regarding status of work orders for the purpose of providing information for making decisions, taking appropriate action and/or complying with health and building regulations.
- Installs system component parts, classroom and office equipment and facility components (e.g. bathroom equipment, white boards, projector screens, ceiling/floor tiles, door closures, locks, fencing, ballasts, outlet covers, new outlets, plumbing fixtures, etc.) for the purpose of providing a safe and workable environment.
- Maintains vehicle, tools and equipment for the purpose of ensuring availability in safe operating condition.
- Participates in meetings, workshops, trainings, and seminars (e.g. staff meetings, etc.) for the purpose of conveying and/or gathering information required to perform functions.
- Performs a variety of maintenance activities (e.g. carpentry, painting, graffiti removal, HVAC belts, leak repairs, clear plumbing drain lines, etc.) for the purpose of completing projects within established time frames.
- Repairs items (e.g. fencing, temporary partitions, etc.) for the purpose of modifying and/or adapting facilities to specific needs.
- Repairs a variety of furniture and building system components (e.g. locks, cylinders, fencing, outlets, light fixtures, plumbing fixtures, etc.) for the purpose of ensuring a safe working condition.
- Responds to emergency situations (e.g. thermostat not working, locks malfunctioning, etc.) for the purpose of resolving immediate safety concerns.
- Transports a variety of tools, equipment and supplies (e.g. HVAC tools, plumbing fixtures, painting supplies, etc.) for the purpose of ensuring the availability of materials required at job site.

Other Functions

- Performs other related duties as assigned and takes technical direction from lead personnel for the purpose of ensuring the efficient and effective functioning of the Department.

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: operating equipment used in skilled trades, power and hand tools, etc.; adhering to safety practices; handling hazardous materials; and planning and managing projects.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: standard methods, materials and tools used in multiple skilled trades; and safety practices and procedures.

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 a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; developing effective working relationships; displaying mechanical aptitude; and working under time constraints.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work 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, 40% walking, and 50% 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 is required.

Education: High school diploma or equivalent.

Equivalency: Minimum of four years construction experience.

Required Testing

Pre-Employment Proficiency Test

Continuing Educ. / Training

Maintains Certificates and/or Licenses

Certificates and Licenses

Driver's License & Evidence of Insurability

Clearances

DOJ/FBI Fingerprint/Background Clearance

Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

12/13/2016

Salary Grade

46

Electrician-Lead

Purpose Statement

The job of Electrician-Lead is done for the purpose/s of providing electrical services with specific responsibility for guiding assigned workers; ensuring completion of projects; identifying repair and/or replacement needs; installing, repairing, maintaining and upgrading electrical systems and equipment; assisting other skilled trades; and ensuring that tools and materials are available at job site.

This job reports to Director of Maintenance, Operations & Facilities or Designee

Essential Functions

- Analyzes blue prints, schematics, and drawings of electrical systems (e.g. equipment manuals, site blueprints, etc.) for the purpose of determining the efficient installation of new or upgraded systems.
- Assists with monitoring outside contractors (e.g. electrical system upgrades/expansions, major remodels, specialized equipment repair, etc.) for the purpose of ensuring that the projects are satisfactory completed and within district specifications.
- Attends department meetings, in-service training, workshops, etc. for the purpose of gathering information required to perform job functions.
- Coordinates with supervisor, other leads, and other trades (e.g. plumbers, outside contractors, etc.) for the purpose of completing projects and work orders efficiently.
- Diagnoses causes of electrical problems or failures (e.g. power outages, PA and fire alarm system failures, non-working appliances, pumps, motors, etc.) for the purpose of identifying equipment and/or systems repair.
- Informs personnel regarding status of work orders (e.g. updates/closes out normal and project work orders, etc.) for the purpose of providing information for making decisions, taking appropriate action and/or complying with health and building regulations.
- Installs electrical system components (e.g. light fixtures/ballasts, alarms, electrical panels, switches, circuits, scoreboards, conduit, wiring, telephone cabling, etc.) for the purpose of providing enhanced and/or upgraded electrical capabilities.
- Monitors assigned personnel and the day to day activities and operations (e.g. assigning work orders, ensuring completion of tasks, etc.) for the purpose of providing leadership direction to ensure assignments are completed in a safe, proper and timely manner and maximizing the efficiency of the workforce.
- Operates scissor lift and JLG (Boom lift) for the purpose of providing an independent work platform as needed.
- Performs routine and preventive maintenance (e.g. oiling/greasing equipment, etc.) for the purpose of ensuring the ongoing functioning of electrical systems.
- Procures equipment and supplies for the purpose of maintaining availability of required items in order to complete jobs efficiently.
- Repairs electrical components (e.g. Public Address systems, cafeteria kitchen equipment: ovens, stoves, dishwashers, exhaust fans, Fire Alarm Systems, Wheelchair Lifts, time clocks, vacuum cleaners, floor strippers, etc.) for the purpose of ensuring working condition.

- Requests equipment and supplies (e.g. wire, outlets, bulbs, circuits, etc.) for the purpose of maintaining inventory and ensuring availability of items required to complete the necessary installation and/or repair.
- Responds to emergency situations (e.g. power outages, fire alarm malfunctions, etc.) for the purpose of resolving immediate safety concerns.
- Setup board meeting equipment (e.g. lighting, public address system, projector, etc.) for the purpose of effective communication.
- Transports a variety of tools, equipment and supplies (e.g. electrical components, equipment, scissor lift, etc.) for the purpose of ensuring the availability of materials required at job site.

Other Functions

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

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, 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: operating equipment used in the repair and maintenance of electrical systems; planning and managing projects; preparing and maintaining accurate records; adhering to safety practices and handling hazardous materials.

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 solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: building codes, laws and ordinances pertaining to school facilities, National Electric Code and Electrical Safety Orders, methods, techniques, materials, tools used in installation, troubleshooting, maintenance, and repair of electrical systems/subsystems; troubleshoot/maintain mechanical, electrical, environmental systems/subsystems including control/balancing these systems; and blueprints and schematics.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a variety 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: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; and working independently and with interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; 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 have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, significant climbing and balancing, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 15% walking, and 75% standing. The job is performed under minimal temperature variations and under conditions with exposure to risk of injury and/or illness.

Experience: Job related experience within a specialized field is required.

Education: Targeted, job related education with study in job-related area.

Equivalency: Minimum of four years of journeyman level and/or apprenticeship program experience in the electrician field or at least eight years of increasingly responsible electrician work, including a wide variety of skilled trade work with some experience in the direction of maintenance.

Required Testing

Pre-Employment Proficiency Test

Continuing Educ. / Training

Maintains Certificates and/or Licenses

Certificates and Licenses

Driver's License & Evidence of Insurability
Boom Lift/JLG Certification

Clearances

DOJ/FBI Fingerprint/Background Clearance

Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

12/13/2016

Salary Grade

56

Electrician

Purpose Statement

The job of Electrician is done for the purpose/s of providing electrical services with specific responsibility for identifying repair and/or replacement needs; installing, repairing, maintaining and upgrading electrical systems and equipment under the direction of the Electrician- Lead; assisting other skilled trades; and ensuring that tools and materials are available at job site.

This job reports to Director of Maintenance, Operations & Facilities or Designee

Essential Functions

- Analyzes blue prints, schematics, and drawings of electrical systems (e.g. equipment manuals, site blueprints, etc.) for the purpose of determining the efficient installation of new or upgraded systems.
 - Assists with monitoring outside contractors (e.g. electrical system upgrades/expansions, major remodels, specialized equipment repair, etc.) for the purpose of ensuring that the projects are satisfactory completed and within district specifications.
 - Attends department meetings, in-service training, workshops, etc. for the purpose of gathering information required to perform job functions.
 - Coordinates with supervisor and other trades (e.g. plumbers, outside contractors, etc.) for the purpose of completing projects and work orders efficiently.
 - Diagnoses causes of electrical problems or failures (e.g. power outages, PA and fire alarm system failures, non-working appliances, pumps, motors, telephone cabling, etc.) for the purpose of identifying equipment and/or systems repair.
 - Informs personnel regarding status of work orders (e.g. updates/closes out normal and project work orders, etc.) for the purpose of providing information for making decisions, taking appropriate action and/or complying with health and building regulations.
 - Installs electrical system components (e.g. light fixtures/ballasts, alarms, electrical panels, switches, circuits, scoreboards, conduit, wiring, telephone cabling, etc.) for the purpose of providing enhanced and/or upgraded electrical capabilities.
 - Operates scissor lift and JLG (Boomlift) for the purpose of providing an independent work platform as needed.
 - Performs routine and preventive maintenance (e.g. oiling/greasing equipment, etc.) for the purpose of ensuring the ongoing functioning of electrical systems.
 - Repairs electrical components (e.g. HVAC pumps/motors, Public Address systems, cafeteria kitchen equipment: ovens, stoves, dishwashers, exhaust fans, Fire Alarm Systems, time clocks, vacuum cleaners, floor strippers, telephone cabling, etc.) for the purpose of ensuring working condition.
- Requests equipment and supplies (e.g. wire, outlets, bulbs, circuits, etc.) for the purpose of maintaining
- inventory and ensuring availability of items required to complete the necessary installation and/or repair.
- Responds to emergency situations (e.g. power outages, fire alarm malfunctions, etc.) for the purpose of
- resolving immediate safety concerns.

- Setups board meeting equipment (e.g. lighting, public address system, projector, etc.) for the purpose of effective communication.
- Transports a variety of tools, equipment and supplies (e.g. electrical components, equipment, scissor lift, etc.) for the purpose of ensuring the availability of materials required at job site.

Other Functions

- Performs other related duties as assigned and takes technical direction from lead personnel for the purpose of ensuring the efficient and effective functioning of the Department.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in the repair and maintenance of electrical systems; planning and managing projects; preparing and maintaining accurate records; adhering to safety practices and handling hazardous materials.

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 understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: building codes, laws and ordinances pertaining to school facilities, National Electric Code and Electrical Safety Orders, methods, techniques, materials, tools used in installation, troubleshooting, maintenance, and repair of electrical systems/subsystems; troubleshoot/maintain mechanical, electrical, environmental systems/subsystems including control/balancing these systems; and blueprints and schematics.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using a variety of processes. 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 requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; and working independently and with interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; 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.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, significant climbing and balancing, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 30% walking, and 60% standing. The job is performed under minimal temperature variations and under conditions with exposure to risk of injury and/or illness.

Experience: Job related experience within a specialized field is required.

Education: Targeted, job related education with study in job-related area.

Equivalency: Minimum of four years of journeyman level and/or apprenticeship program experience in the electrician field or at least eight years of increasingly responsible electrician work, including a wide variety of skilled trade work with some experience in the direction of maintenance.

Required Testing

Pre-Employment Proficiency Test

Certificates and Licenses

Driver's License & Evidence of Insurability
Boom Lift/JLG Certification

Continuing Educ. / Training

Maintains Certificates and/or Licenses

Clearances

DOJ/FBI Fingerprint/Background Clearance

Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

12/13/2016

Salary Grade

52

Plumber-Lead

Purpose Statement

The job of Plumber-Lead is done for the purpose/s of providing plumbing services with specific responsibility for guiding assigned workers; ensuring completion of projects; identifying repair and/or replacement needs; installing, repairing, and/or upgrading plumbing systems; ensuring compliance with accessibility, health and safety codes; ensuring completion of projects in accordance with trade standards; providing information on the proper uses of equipment; assisting other skilled trades; and ensuring that tools and materials are available at job site.

This job reports to Director, Maintenance, Operations, and Facilities or Designee

Essential Functions

- Attends department meetings, in-service training, workshops, etc. (e.g. staff meetings, etc.) for the purpose of gathering information required to perform job functions.
- Coordinates with other leads, other trades and administration (e.g. electrical, carpentry, city inspectors, etc.) for the purpose of completing projects and work orders efficiently.
- Diagnoses causes of problems and/or failures in plumbing/irrigation systems (e.g. clogs, slow drains, etc.) for the purpose of identifying repair and/or replacement needs.
- Fabricates equipment parts (e.g. sheet metal parts, gutter repairs, etc.) for the purpose of meeting specialty needs and/or replacing unavailable parts.
- Informs personnel regarding procedures and/or status of work orders (e.g. closing out work orders, etc.) for the purpose of providing information for making decisions, taking appropriate action and/or complying with building and safety regulations.
- Installs plumbing systems and fixtures (e.g. hot water heaters, drinking fountains, pumps, steam lines, urinals, etc.) for the purpose of providing enhanced and/or upgraded capabilities.
- Maintains vehicle, tools and equipment (e.g. roofer, camera systems, plumbing tools, etc.) for the purpose of ensuring availability in safe operating condition.
- Operates scissor lift and JLG (Boomlift) for the purpose of providing an independent work platform as needed.
- Oversees assigned personnel and the day to day activities and operations (e.g. assigning work orders, ensuring completion of tasks, etc.) for the purpose of providing leadership direction to ensure assignments are completed in a safe, proper and timely manner and maximizing the efficiency of the workforce.
- Procures equipment and supplies (e.g. pipes, fittings, fixtures, pumps, and tools, etc.) for the purpose of maintaining inventory and ensuring availability of items required to complete the necessary installation and/or repair.
- Repairs metal surfaces (e.g. playground equipment, bleachers, irrigation valves/systems, etc.) for the purpose of ensuring a safe working condition.
- Requests equipment and supplies (e.g. fixtures, tools, etc.) for the purpose of maintaining inventory and ensuring availability of items required to complete the necessary installation and/or repair.
- Responds to emergency situations (e.g. non-operational fixtures, leaking water heater, etc.) for the purpose of resolving immediate safety concerns.

- Transports a variety of tools, equipment and supplies (e.g. plumbing tools, ladders, etc.) for the purpose of ensuring the availability of materials required at job site.

Other Functions

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

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, 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: operating equipment used in plumbing; planning and managing projects; preparing and maintaining accurate records; and adhering to safety practices.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods, techniques, materials, tools used in plumbing installation, maintenance, and repair; and safety practices and procedures.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify 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 a variety of 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: adapting to changing work priorities; communicating with diverse groups; and working with frequent interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; directing other persons within a small work unit; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

Work 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, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 20% walking, and 70% 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 a specialized field is required.

Education: Targeted, job related education with study in job-related area.

Equivalency: Minimum of four years of journeyman level and/or apprenticeship program experience in the plumbing field or at least eight years of increasingly responsible plumbing work, including a wide variety of skilled trade work with some experience in the direction of maintenance.

Required Testing

Pre-Employment Proficiency Test

Certificates and Licenses

Driver's License & Evidence of Insurability

Welding Certificate
Boom Lift/JLG Certification

Continuing Educ. / Training

Maintains Certificates and/or Licenses

Clearances

DOJ/FBI Fingerprint/Background Clearance

Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

12/13/2016

Salary Grade

56

Plumber

Purpose Statement

The job of Plumber is done for the purpose/s of providing plumbing services with specific responsibility for identifying repair and/or replacement needs; installing, repairing, and/or upgrading plumbing systems; ensuring compliance with accessibility, health and safety codes; ensuring completion of projects in accordance with trade standards; providing information on the proper uses of equipment; assisting other skilled trades; and ensuring that tools and materials are available at job site.

This job reports to Director, Maintenance, Operations, and Facilities or Designee

Essential Functions

- Attends department meetings, in-service training, workshops, etc. for the purpose of gathering information required to perform job functions.
- Coordinates with other trades and site personnel (e.g. electrical, carpentry, etc.) for the purpose of completing projects and work orders efficiently.
- Diagnoses causes of problems and/or failures in plumbing/irrigation systems (e.g. clogs, slow drains, etc.) for the purpose of identifying repair and/or replacement needs.
- Fabricates equipment parts (e.g. sheet metal parts, gutter repairs, etc.) for the purpose of meeting specialty needs and/or replacing unavailable parts.
- Informs personnel regarding procedures and/or status of work orders (e.g. closing out work orders, etc.) for the purpose of providing information for making decisions, taking appropriate action and/or complying with building and safety regulations.
- Installs plumbing systems and fixtures (e.g. hot water heaters, drinking fountains, pumps, steam lines, urinals, etc.) for the purpose of providing enhanced and/or upgraded capabilities.
- Monitors assigned vehicle, tools and equipment (e.g. roofer, camera systems, plumbing tools, etc.) for the purpose of ensuring availability in safe operating condition.
- Operates scissor lift and JLG (Boomlift) for the purpose of providing an independent work platform as needed.
- Procures equipment and supplies (e.g. paint, graffiti remover, drop clothes, brushes, rollers, etc.) for the purpose of maintaining inventory and ensuring availability of items required to complete the necessary installation and/or repair.
- Repairs metal surfaces (e.g. playground equipment, bleachers, irrigation valves/systems, etc.) for the purpose of ensuring a safe working condition.
- Requests equipment and supplies (e.g. fixtures, tools, etc.) for the purpose of maintaining inventory and ensuring availability of items required to complete the necessary installation and/or repair.
- Responds to emergency situations (e.g. non-operational fixtures, leaking water heater, etc.) for the purpose of resolving immediate safety concerns.
- Transports a variety of tools, equipment and supplies (e.g. plumbing tools, ladders, etc.) for the purpose of ensuring the availability of materials required at job site.

Other Functions

- Performs other related duties as assigned and takes technical direction from lead personnel for the purpose of ensuring the efficient and effective functioning of the Department.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, 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: operating equipment used in plumbing; planning and managing projects; preparing and maintaining accurate records; and adhering to safety practices.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods, techniques, materials, tools used in plumbing installation, maintenance, and repair; and safety practices and procedures.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify 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 a variety of 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: adapting to changing work priorities; communicating with diverse groups; and working with frequent interruptions.

Responsibility

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

Work 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, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 15% walking, and 75% 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 a specialized field is required.

Education: Targeted, job related education with study in job-related area.

Equivalency: Minimum of four years of journeyman level and/or apprenticeship program experience in the plumbing field or at least eight years of increasingly responsible plumbing work, including a wide variety of skilled trade work with some experience in the direction of maintenance.

Required Testing

Pre-Employment Proficiency Test

Certificates and Licenses

Driver's License & Evidence of Insurability

Welding Certificate

Boom Lift/JLG Certification

Continuing Educ. / Training

Maintains Certificates and/or Licenses

Clearances

DOJ/FBI Fingerprint/Background Clearance

Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

12/13/2016

Salary Grade

52

General Maintenance

Purpose Statement

The job of General Maintenance is done for the purpose/s of providing maintenance services with specific responsibility for ensuring completion of assigned work order projects; performing a wide variety of skilled maintenance activities (e.g. welding, carpentry, plumbing, ventilating systems, alarms, boilers, etc.); assisting other skilled trades; and ensuring that tools and materials are available at job site.

This job reports to Director of Maintenance, Operations & Facilities or Designee

Essential Functions

- Assists in a variety of skilled trade functions (e.g. electrical, cement/asphalt, plumbing, painting, HVAC, carpentry, welding, fabrication, etc.) for the purpose of completing projects within established time frames.
- Attends department meetings, in-service training, workshops, etc. for the purpose of gathering information required to perform job functions.
- Designs irrigation systems and components layouts (e.g. valves, wiring, timers, switches, etc.) for the purpose of ensuring equipment and/or components are in proper working order.
- Estimates labor and materials for the purpose of obtaining materials and assigning tasks to ensure job completion.
- Fabricates equipment parts using welding and other tools (e.g. playground equipment, handicap ramps, gates, fencing, gutters/downspouts, etc.) for the purpose of meeting specialty needs and/or replacing unavailable parts.
- Informs personnel regarding procedures and/or status of work orders (e.g. updates/closes out normal and project work orders, etc.) 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 (e.g. irrigation systems, playground equipment, signage, gutters, downspouts, etc.) for the purpose of providing enhancements and/or upgrades.
- Monitors assigned vehicle, tools and equipment (e.g. dump trucks, trailers, etc.) for the purpose of ensuring availability in safe operating condition.
- Operates scissor lift and JLG (Boomlift) for the purpose of providing and independent work platform as needed.
- Prepares written materials (e.g. repair status, activity logs, work orders, etc.) for the purpose of documenting activities and/or conveying information.
- Procures equipment, supplies, and materials (e.g. irrigation systems, playground equipment, gutters, etc.) for the purpose of maintaining availability of required items in order to complete jobs efficiently.
- Repairs facilities, equipment and systems (e.g. irrigation system, playground equipment, trailers, etc.) for the purpose of ensuring a safe working condition.
- Responds to emergency situations (e.g. locked out, can't secure door, broken window, etc.) for the purpose of resolving immediate safety concerns.
- Transports a variety of tools, equipment and supplies for the purpose of ensuring the availability of materials required at job site.

Other Functions

- Performs other related duties as assigned and takes technical direction from lead personnel for the purpose of ensuring the efficient and effective functioning of the Department.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, 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 welding, carpentry, and plumbing 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 technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods, practices, equipment and tools used in various trades including welding, carpentry 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 similar types 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 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; 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 limited supervision following standardized practices and/or methods; providing information and/or advising others; 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 have some impact on the organization's services.

Work 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, 40% walking, and 50% standing. The job is performed under minimal temperature variations and under conditions with exposure to risk of injury and/or illness.

Experience: Job related experience is required.

Education: High school diploma or equivalent.

Equivalency: Minimum of four years construction and maintenance experience.

Required Testing

Pre-Employment Proficiency Test

Continuing Educ. / Training

Maintains Certificates and/or Licenses

Certificates and Licenses

Driver's License & Evidence of Insurability

Clearances

DOJ/FBI Fingerprint/Background Clearance

Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

12/13/2016

Salary Grade

49

Maintenance - Delivery/Mail Driver

Purpose Statement

The job of Maintenance - Delivery/Mail Driver is done for the purpose/s of providing support to the district and warehousing/maintenance departments with specific responsibilities for transporting orders over designated routes; ensuring mail service for campuses and the district office; picking up and delivering supplies and materials from warehouse and all district units; ensuring safe operation of vehicles; and loading and unloading orders.

This job reports to Director of Maintenance, Operations & Facilities or Designee

Essential Functions

- Attends department meetings, in-service training, workshops, etc. for the purpose of gathering information required to perform job functions.
- Delivers a variety of items (e.g. mail sacks, boxes, packages, cargo, office supplies, furniture, equipment, etc.) for the purpose of distributing items to assigned locations and/or individuals.
- Drives vehicles (e.g. truck, van, etc.) for the purpose of transporting orders and materials to designated sites.
- Informs personnel regarding status of work orders (e.g. updates/closes out normal and project work orders, etc.) for the purpose of providing information for making decisions, taking appropriate action and/or complying with health and building regulations.
- Loads and unloads delivery trucks (e.g. items from warehouse, mail, carpentry supplies, etc.) for the purpose of receiving stock and/or filling orders for transport.
- Maintains manual and electronic documents, files and records (e.g. work orders, inventory reports, move reports, etc.) for the purpose of documenting activities and providing reliable resource information.
- Monitors delivery vehicles (e.g. checking fluid levels, fueling, cleaning, tire pressure, etc.) for the purpose of ensuring safe operation of vehicle.
- Participates in physical inventories for the purpose of verifying stock and identifying losses.
- Prepares orders by pulling from stock (e.g. desks, classroom equipment, etc.) for the purpose of meeting delivery requirements.
- Receives stock and nonstock items for the purpose of ensuring specifications, quantity and quality of orders are correct.

Other Functions

- Performs other related duties, as assigned, and takes technical direction from lead personnel for the purpose of ensuring the efficient and effective functioning of the Department.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple 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: adhering to safety practices; operating multiple vehicles (van, flatbed truck); operating standard office equipment including pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: basic computer use, basic vehicle maintenance, and safety practices and procedures.

ABILITY is required to schedule activities; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing specific, defined 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 variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; meeting deadlines and schedules; setting priorities; and physical stamina; and ability to read, write and communicate clearly in English .

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work 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 40% sitting, 40% walking, and 20% 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 is required.

Education: High school diploma or equivalent.

Equivalency: .

Required Testing

Pre-Employment Proficiency Test

Continuing Educ. / Training

Maintains Certificates and/or Licenses

Certificates and Licenses

Valid Driver's License & Evidence of Insurability

Clearances

DOJ/FBI Fingerprint/Background Clearance

Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

12/13/2016

Salary Grade

37

Custodian

Purpose Statement

The job of Custodian is done for the purpose/s of providing custodial services at assigned site; ensuring a clean, sanitary and safe environment for students, staff and visitors; performing a variety of special cleaning operations; and preparing facilities for classroom activities and campus events.

This job reports to Director of Maintenance, Operations & Facilities or Designee

Essential Functions

- Assembles a variety of furniture and small equipment for the purpose of ensuring availability of items in a safe working condition.
- Assists in site recycling/sustainability efforts.
- Cleans assigned facilities and/or grounds (station) (e.g. classrooms, offices, restrooms, gutters, yards, etc.) for the purpose of maintaining a sanitary, safe and clean environment.
- Delivers a variety of items (e.g. supplies, mail, packages, furniture, etc.) for the purpose of distributing materials to the appropriate parties within site.
- Informs students and other site personnel (e.g. safety notifications, barriers, etc.) for the purpose of providing information and direction regarding activities, safety issues and/or proper maintenance of facilities and equipment.
- Observes students and staff in and around work areas (e.g. halls, multipurpose rooms, lunch room, restrooms, grounds, etc.) for the purpose of preventing injuries and ensuring site safety.
- Participates in staff meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform job functions.
- Performs routine and preventative maintenance (e.g. strip/wax floors, moves furniture, cleaning, etc.) for the purpose of ensuring the ongoing functioning of facilities.
- Prepares buildings and grounds for use by district and non-district events (e.g. cafeteria, library, multi-purpose rooms, etc.) for the purpose of completing set-up design documented in permit (event description).
- Prepares site for daily operations (e.g. opening/closing facilities, raising/lowering flags, sweeping walkways, transports recyclables, etc.) for the purpose of ensuring facilities are safe and operational.
- Replenishes classroom and rest room supplies (e.g. paper towels, soap, etc.) for the purpose of ensuring adequate quantities for daily use.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, vandalism, alarms, etc.) for the purpose of taking action or notifying other personnel for resolution.
- Supports other site maintenance staff (e.g. grounds, trades, head custodians, etc.) for the purpose of completing site custodial activities.

Other Functions

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

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple 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: operating equipment used in industrial maintenance including electrical cleaning equipment, common tools, and adhering to safety practices.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods of industrial cleaning; safety practices and procedures.

ABILITY is required to schedule activities; collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals; work with specific, job-related data; and utilize a variety of job-related equipment. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; meeting deadlines and schedules; working as part of a team; working with interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; operating within a defined budget. There is a continual opportunity to have some impact on the organization's services.

Work 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, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 5% sitting, 80% walking, and 15% standing. The job is performed under minimal temperature variations and under conditions with exposure to risk of injury and/or illness.

Experience: Job related experience is desired.

Education: High school diploma or equivalent.

Equivalency:

Certificates and Licenses

Required Testing

Pre-Employment Proficiency Test

Clearances

DOJ/FBI Fingerprint/Background Clearance

Continuing Educ. / Training

Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

12/13/2016

Salary Grade

32

Assistant Head Custodian-High School

Purpose Statement

The job of Assistant Head Custodian-High School is done for the purpose/s of providing custodial services at assigned site; ensuring an clean, sanitary and safe environment for students, staff and visitors; performing a variety of special cleaning operations; preparing facilities for classroom activities and campus events; overseeing assigned substitute custodians; and preparing status and work order reports.

This job reports to Director of Maintenance, Operations & Facilities or Designee

Essential Functions

- Assembles a variety of furniture and small equipment for the purpose of ensuring availability of items in a safe working condition.
- Assists in site recycling/sustainability efforts.
- Cleans assigned facilities and/or grounds (station) (e.g. classrooms, offices, restrooms, gutters, yards, etc.) for the purpose of maintaining a sanitary, safe and clean environment.
- Compiles and maintains written materials (e.g. supply requisitions, work orders, inventory records, etc.) for the purpose of documenting activities and/or relating activities to administration for action.
- Coordinates and performs summer maintenance (e.g. strip/wax floors, moves furniture, etc.) for the purpose of completing and/or facilitating summer construction.
- Informs students and other site personnel (e.g. safety notifications, barriers, etc.) for the purpose of providing information and direction regarding activities, safety issues and/or proper maintenance of facilities and equipment.
- Observes students, staff and visitors in and around work areas (e.g. halls, gymnasium, cafeteria, restrooms, grounds, etc.) for the purpose of preventing injuries and ensuring site safety.
- Oversees assigned facility maintenance activities and substitutes for the purpose of ensuring functions are performed efficiently in compliance with site requirements and established standards.
- Participates in staff meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform job functions.
- Performs routine and preventive maintenance for the purpose of ensuring the ongoing functioning of facilities.
- Prepares buildings and grounds for use by district and non-district events (e.g. gymnasium, cafeteria, library, multi-purpose rooms, etc.) for the purpose of completing set-up design documented in permit (event description).
- Prepares site for daily operations (e.g. closing/opening facilities, securing buildings/swimming pool area, sweeping walkways, raising/lowering flags, etc.) for the purpose of ensuring facilities are safe and operational.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, vandalism, alarms, etc.) for the purpose of taking action or notifying other personnel for resolution.
- Supports the site administrator and site maintenance staff (e.g. grounds, trades, head custodians, etc.) for the purpose of ensuring the completion of of general and site-specific custodial activities.

Other Functions

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

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple 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: operating equipment used in industrial maintenance including electrical cleaning equipment, common tools, and adhering to safety practices.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods of industrial cleaning; safety practices and procedures; use and storage of cleaning chemicals.

ABILITY is required to schedule activities and/or meetings; collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals; work with specific, job-related data; and utilize a variety of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; meeting deadlines and schedules; working as part of a team; working with interruptions.

Responsibility

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

Work 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, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 5% sitting, 80% walking, and 15% standing. The job is performed under minimal temperature variations and under conditions with exposure to risk of injury and/or illness.

Experience: Job related experience with increasing levels of responsibility is required.

Education: High school diploma or equivalent.

Equivalency: .

Required Testing

Pre-Employment Proficiency Test

Continuing Educ. / Training

Certificates and Licenses

Clearances

DOJ/FBI Fingerprint/Background Clearance

Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

12/13/2016

Salary Grade

35

Custodian Head-Elementary

Purpose Statement

The job of Custodian Head-Elementary is done for the purpose/s of overseeing and providing custodial services at assigned site; ensuring an clean, sanitary and safe environment for students, staff and visitors; performing a variety of special cleaning operations; preparing facilities for activities and events; overseeing assigned custodians; and preparing status and work order reports.

This job reports to Director of Maintenance, Operations & Facilities or Designee

Essential Functions

- Assists in site recycling/sustainability efforts.
- Assembles a variety of furniture and small equipment for the purpose of ensuring availability of items in a safe working condition.
- Cleans assigned facilities and/or grounds (station) (e.g. classrooms, offices, restrooms, gutters, yards, etc.) for the purpose of maintaining a sanitary, safe and clean environment.
- Compiles and maintains written materials (e.g. supply requisitions, safety inspections, work orders, inventory records, time sheets, etc.) for the purpose of documenting activities and/or relating activities to administration for action.
- Coordinates and performs summer maintenance (e.g. strip/wax floors, moves furniture, cleaning, etc.) for the purpose of completing and/or facilitating summer construction.
- Informs students and other site personnel (e.g. safety notifications, barriers, etc.) for the purpose of providing information and direction regarding activities, safety issues and/or proper maintenance of facilities and equipment.
- Inspects facilities for the purpose of ensuring that the site is suitable for safe operations, maintained in a clean condition, identifying necessary repairs to facilities and/or equipment, etc.
- Maintains supplies and equipment (e.g. cleaning solutions, paper products, vacuums, mops, etc.) for the purpose of ensuring the availability of custodial items required to properly maintain facilities.
- Participates in staff meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform job functions.
- Performs routine and preventive maintenance for the purpose of ensuring the ongoing functioning of facilities.
- Prepares site for daily operations (e.g. opening/closing facilities, raising/lowering flags, sweeping walkways, transporting recyclables, etc.) for the purpose of ensuring facilities are safe and operational.
- Prepares buildings and grounds for use by district and non-district events (e.g. restrooms, media center, multi-purpose rooms, etc.) for the purpose of completing set-up design documented in permit (event description).
- Requisitions equipment, supplies and materials for the purpose of maintaining availability of required items and completing jobs efficiently.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, vandalism, alarms, etc.) for the purpose of taking action or notifying other personnel for resolution.

- Supports the site administrator and site maintenance staff (e.g. grounds, trades, custodians, etc.) for the purpose of ensuring the completion of of general and site-specific custodial activities.
- Trains assigned custodial staff for the purpose of ensuring functions are performed efficiently in compliance with site requirements and established standards.

Other Functions

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

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple 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: operating equipment used in industrial maintenance including electrical cleaning equipment, common tools, adhering to safety practices; handling hazardous materials.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods of industrial cleaning; safety practices and procedures; use and storage of cleaning chemicals.

ABILITY is required to schedule activities and/or meetings; collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals; work with specific, job-related data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; meeting deadlines and schedules; working as part of a team; working with interruptions; displaying mechanical aptitude.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work 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, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 80% walking, and 10% standing. The job is performed under minimal temperature variations and under conditions with exposure to risk of injury and/or illness.

Experience: Job related experience with increasing levels of responsibility is desired.

Education: High school diploma or equivalent.

Equivalency: .

Required Testing

Pre-Employment Proficiency Test

Continuing Educ. / Training

Certificates and Licenses

Clearances

DOJ/FBI Fingerprint/Background Clearance

Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

12/13/2016

Salary Grade

37

Custodian Head-WC/IH (Child Development/Continuation High School)

Purpose Statement

The job of Custodian Head-WC/IH (Child Development/Continuation High School) is done for the purpose/s of overseeing and providing custodial services at assigned site; ensuring a clean, sanitary and safe environment for students, staff and visitors; performing a variety of special cleaning operations; preparing facilities for activities and events; overseeing assigned custodians; and preparing status and work order reports.

This job reports to Director of Maintenance, Operations & Facilities or Designee

Essential Functions

- Assists in site recycling/sustainability efforts.
- Assembles a variety of furniture and small equipment for the purpose of ensuring availability of items in a safe working condition.
- Cleans assigned facilities and/or grounds (station) (e.g. classrooms, offices, restrooms, gutters, yards, etc.) for the purpose of maintaining a sanitary, safe and clean environment.
- Coordinates and performs summer maintenance (e.g. strip/wax floors, moves furniture, cleaning, etc.) for the purpose of completing and/or facilitating summer construction.
- Informs students and other site personnel (e.g. safety notifications, barriers, etc.) for the purpose of providing information and direction regarding activities, safety issues and/or proper maintenance of facilities and equipment.
- Inspects facilities for the purpose of ensuring that the site is suitable for safe operations, maintained in a clean condition, identifying necessary repairs to facilities and/or equipment, etc.
- Maintains supplies and equipment (e.g. cleaning solutions, paper products, vacuums, mops, etc.) for the purpose of ensuring the availability of custodial items required to properly maintain facilities.
- Participates in staff meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform job functions.
- Performs routine and preventive maintenance for the purpose of ensuring the ongoing functioning of facilities.
- Prepares site for daily operations and close of day (e.g. opening/closing facilities, raising/lowering flags, sweeping walkways, transporting recyclables, etc.) for the purpose of ensuring facilities are safe and operational.
- Prepares buildings and grounds for use by district and non-district events for the purpose of completing set-up design documented in permit (event description).
- Prepares written materials (e.g. supply requisitions, safety inspections, work orders, inventory records, time sheets, etc.) for the purpose of documenting activities and/or relating activities to administration for action.
- Requisitions equipment, supplies and materials for the purpose of maintaining availability of required items and completing jobs efficiently.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, vandalism, alarms, etc.) for the purpose of taking action or notifying other personnel for resolution.

- Supports the Teachers, Administrators, and site maintenance staff (e.g. grounds, trades, custodians, etc.) for the purpose of ensuring the completion of of general and site-specific custodial activities.
- Trains assigned custodial staff for the purpose of ensuring functions are performed efficiently in compliance with site requirements and established standards.

Other Functions

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

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple 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: operating equipment used in industrial maintenance including electrical cleaning equipment, common tools, adhering to safety practices; handling hazardous materials.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods of industrial cleaning; safety practices and procedures; use and storage of cleaning chemicals.

ABILITY is required to schedule activities and/or meetings; collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals; work with specific, job-related data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; meeting deadlines and schedules; working as part of a team; working with interruptions; displaying mechanical aptitude.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work 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, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 70% walking, and 20% standing. The job is performed under minimal temperature variations and under conditions with exposure to risk of injury and/or illness.

Experience: Job related experience with increasing levels of responsibility is desired.

Education: High school diploma or equivalent.

Equivalency: .

Required Testing

Pre-Employment Proficiency Test

Continuing Educ. / Training

Certificates and Licenses

Clearances

DOJ/FBI Fingerprint/Background Clearance

Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

12/13/2016

Salary Grade

36

Custodian Head-Middle School

Purpose Statement

The job of Custodian Head-Middle School is done for the purpose/s of overseeing and providing custodial services at assigned site; ensuring a clean, sanitary and safe environment for students, staff and visitors; performing a variety of special cleaning operations; preparing facilities for activities and events; overseeing assigned custodians; and preparing status and work order reports.

This job reports to Director of Maintenance, Operations & Facilities or Designee

Essential Functions

- Assists in site recycling/sustainability efforts.
- Assembles a variety of furniture and small equipment for the purpose of ensuring availability of items in a safe working condition.
- Cleans assigned facilities and/or grounds (station) (e.g. classrooms, central kitchen, offices, restrooms, gutters, yards, etc.) for the purpose of maintaining a sanitary, safe and clean environment.
- Compiling and maintaining written materials (e.g. supply requisitions, safety inspections, work orders, inventory records, time sheets, etc.) for the purpose of documenting activities and/or relating activities to administration for action.
- Coordinates and performs summer maintenance (e.g. strip/wax floors, moves furniture, cleaning, etc.) for the purpose of completing and/or facilitating summer construction.
- Informs students and other site personnel (e.g. safety notifications, barriers, etc.) for the purpose of providing information and direction regarding activities, safety issues and/or proper maintenance of facilities and equipment.
- Inspects site facilities (e.g. gymnasium, buildings, kitchen, grounds, dumpster area, etc.) for the purpose of ensuring that the site is suitable for safe operations, maintained in an orderly and clean condition, and identifying necessary repairs to facilities and/or equipment.
- Maintains supplies and equipment (e.g. cleaning solutions, paper products, vacuums, mops, etc.) for the purpose of ensuring the availability of custodial items required to properly maintain facilities.
- Oversees dumpster removal and vendors (e.g. ensure timely pickup, etc.) for the purpose of maintaining sanitary conditions.
- Participates in staff meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform job functions.
- Performs routine and preventive maintenance for the purpose of ensuring the ongoing functioning of facilities.
- Prepares site for daily operations (e.g. opening/closing facilities, raising/lowering flags, sweeping walkways, transporting recyclables, etc.) for the purpose of ensuring facilities are safe and operational.
- Prepares buildings and grounds for use by district and non-district events (e.g. restrooms, media center, multi-purpose rooms, etc.) for the purpose of completing set-up design documented in permit (event description).
- Requisitions equipment, supplies and materials for the purpose of maintaining availability of required items and completing jobs efficiently.

- Responds to immediate safety and/or operational concerns (e.g. facility damage, vandalism, alarms, etc.) for the purpose of taking action or notifying other personnel for resolution.
- Supports the site administrator and site maintenance staff (e.g. grounds, trades, custodians, etc.) for the purpose of ensuring the completion of general and site-specific custodial activities.
- Trains assigned custodial staff for the purpose of ensuring functions are performed efficiently in compliance with site requirements and established standards.

Other Functions

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

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple 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: operating equipment used in industrial maintenance including electrical cleaning equipment, common tools, adhering to safety practices; handling hazardous materials.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods of industrial cleaning; safety practices and procedures; use and storage of cleaning chemicals.

ABILITY is required to schedule activities and/or meetings; collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; 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 specific, job-related data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; meeting deadlines and schedules; working as part of a team; working with interruptions; displaying mechanical aptitude.

Responsibility

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

Work 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, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 15% sitting, 70% walking, and 15% standing. The job is performed under minimal temperature variations and under conditions with exposure to risk of injury and/or illness.

Experience: Job related experience with increasing levels of responsibility is desired.

Education: High school diploma or equivalent.

Equivalency: .

Required Testing

Pre-Employment Proficiency Test

Continuing Educ. / Training

Certificates and Licenses

Clearances

DOJ/FBI Fingerprint/Background Clearance

Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

12/13/2016

Salary Grade

39

Custodian Head-High School

Purpose Statement

The job of Custodian Head-High School is done for the purpose/s of overseeing and providing custodial services at school or administrative offices; ensuring a clean, sanitary and safe environment for students, staff and visitors; performing a variety of special cleaning operations; preparing facilities for activities and events; overseeing assigned custodians; and preparing status and work order reports.

This job reports to Director of Maintenance, Operations & Facilities or Designee

Essential Functions

- Assists in site recycling/sustainability efforts.
- Cleans assigned facilities and/or grounds (station) (e.g. classrooms, offices, restrooms, gutters, yards, etc.) for the purpose of maintaining a sanitary, safe and clean environment.
- Coordinates and performs summer maintenance (e.g. strip/wax floors, moves furniture, cleaning, etc.) for the purpose of completing and/or facilitating summer construction.
- Coordinates custodial staff activities for the purpose of ensuring functions are performed efficiently in compliance with site requirements and established standards.
- Informs students and other site personnel (e.g. safety notifications, barriers, etc.) for the purpose of providing information and direction regarding activities, safety issues and/or proper maintenance of facilities and equipment.
- Inspects site facilities (e.g. buildings, grounds, elevators, gym, swimming pool facilities, etc.) for the purpose of ensuring that the site is suitable for safe operations, maintained in a clean condition, identifying necessary repairs to facilities and/or equipment, etc.
- Maintains supplies and equipment (e.g. cleaning solutions, paper products, vacuums, mops, etc.) for the purpose of ensuring the availability of custodial items required to properly maintain facilities.
- Participates in staff meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform job functions.
- Performs routine and preventive maintenance for the purpose of ensuring the ongoing functioning of facilities.
- Prepares buildings and grounds for use by district and non-district events (e.g. cafeteria, restrooms, media center, gymnasiums, etc.) for the purpose of completing set-up design documented in permit (event description).
- Prepares site for daily operations (e.g. opening/closing facilities, raising/lowering flags, sweeping walkways, transporting recyclables, etc.) for the purpose of ensuring facilities are safe and operational.
- Prepares written materials (e.g. supply requisitions, safety inspections, work orders, inventory records, time sheets, etc.) for the purpose of documenting activities and/or relating activities to administration for action.
- Requisitions equipment, supplies and materials for the purpose of maintaining availability of required items and completing jobs efficiently.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, vandalism, alarms, deliveries, etc.) for the purpose of taking action or notifying other personnel for resolution.

- Supports the site administrator and site maintenance staff (e.g. grounds, trades, etc.) for the purpose of ensuring the completion of of general and site-specific custodial activities.

Other Functions

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

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple 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: operating equipment used in industrial maintenance including electrical cleaning equipment, common tools, adhering to safety practices; handling hazardous materials.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods of industrial cleaning; safety practices and procedures; use and storage of cleaning chemicals.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; 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 similar types of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; meeting deadlines and schedules; working as part of a team; working with interruptions; displaying mechanical aptitude.

Responsibility

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

Work 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, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 15% sitting, 70% walking, and 15% standing. The job is performed under minimal temperature variations and under conditions with exposure to risk of injury and/or illness.

Experience: Job related experience with increasing levels of responsibility is desired.

Education: High school diploma or equivalent.

Equivalency: .

Required Testing

Pre-Employment Proficiency Test

Continuing Educ. / Training

Certificates and Licenses

Clearances

DOJ/FBI Fingerprint/Background Clearance

Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

12/13/2016

Salary Grade

41

Custodial Operations - Lead

Purpose Statement

The job of Custodial Operations - Lead is done for the purpose/s of overseeing the preparation of facilities for classroom activities and campus events; overseeing and supporting assigned custodians in the performance of their assignments; and ensuring that assignments are completed in a safe, proper and timely manner.

This job reports to Director of Maintenance, Operations & Facilities or Designee

Essential Functions

- Conducts a variety of training with staff (e.g. eWaste, health and safety, etc.) for the purpose of ensuring that staff is effective in performing their duties.
 - Consults with administrative personnel (e.g. sign off on permits for special use, approving vacations and scheduled backfills, etc.) for the purpose of planning, prioritizing and scheduling custodial activities and achieving site maintenance objectives.
 - Inspects facilities (e.g. before/after special events, etc.) for the purpose of ensuring that the site is suitable for safe operations, maintained in a clean condition, identifying necessary repairs to facilities and/or equipment, etc.
 - Orders supplies and equipment (e.g. cleaning solutions, paper products, vacuums, mops, etc.) for the purpose of ensuring the availability of custodial items required to properly maintain facilities.
 - Oversees on call maintenance program (e.g. schedules program staff/personnel, etc.) for the purpose of ensuring after hours emergency coverage.
 - Oversees eWaste Program and vendors (e.g. training personnel, placing recycling, biohazard bins, etc.) for the purpose of ensuring efficient and effective operation of the program.
 - Oversees assigned custodial personnel (e.g. scheduling, providing substitutes for moving/pick-ups, etc.) for the purpose of ensuring functions are performed efficiently in compliance with site requirements and established standards.
 - Participates in staff meetings, workshops, training, and seminars for the purpose of conveying and/or gathering information required to perform job functions.
 - Prepares written materials (e.g. custodial work status, training status reports, seasonal scheduling requirements, absence certificates, sign-in sheets, on call list, supply requisitions, safety inspections, work orders, inventory records, time sheets, etc.) for the purpose of documenting activities and/or relating activities to administration for action.
 - Schedules custodial staff and substitutes (e.g. head custodian assignment for special events, prioritizing work orders, etc.) for the purpose of ensuring proper coverage of all sites, events, and shifts.
- Trains substitute custodial staff (e.g. written, verbal, physical testing, etc.) for the purpose of developing professional trade and safety awareness skills.

Other Functions

- 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 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: operating equipment and materials used in industrial maintenance; adhering to safety practices; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods of industrial cleaning including floor and carpet; basic tools for minor repairs; safety practices and procedures.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of types of job-related equipment. Problem solving is required to analyze 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: adapting to changing work priorities; and meeting deadlines and schedules.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; tracking budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and some fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience: Job related experience with increasing levels of responsibility is required.

Education: High school diploma or equivalent.

Equivalency: Minimum of five (5) years of custodial work experience with additional work experience in increasingly responsible roles such as a lead role, head custodian or equivalent position. Some experience with maintenance projects and maintenance trade related work crews in order to exhibit basic maintenance skills. Some work experience with scheduling, facilities and handling community use permits.

Required Testing

Pre-Employment Proficiency Test

Continuing Educ. / Training

Certificates and Licenses

Driver's License & Evidence of Insurability

Clearances

DOJ/FBI Fingerprint/Background Clearance

Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

12/13/2016

Salary Grade

60

Pool Service Technician/General Maintenance

Purpose Statement

The job of Pool Service Technician is done for the purpose/s of performing a variety of skilled, and routine work in pool maintenance requiring specialized knowledge and skills, including: installation, maintenance, modification and repair work in assigned area of pool equipment, building repair, minor plumbing and electrical repair; and performing other related work as required.

This job reports to Director of Maintenance, Operations and Facilities

Essential Functions

- Assists other skilled maintenance workers as required for the purpose of completing the jobs in a timely and efficient manner.
- Conducts monthly facility safety inspections for the purpose of maintaining a sanitary and hazard-free pool.
- Establishes an annual preventative maintenance program for the purpose of ensuring a safe operating condition.
- Inspects repairs, monitors and maintains pool equipment (e.g. filters, chlorinators, analyzers, pumps, pool water and ozone treatment systems, pool fittings, hardware, pool covers, etc.) for the purpose of ensuring that pool area is suitable for safe operations, maintained in a clean condition, and/or identifying necessary repairs.
- Maintains records (e.g. chemical logs, hazardous materials inventory, purchase records, etc.) for the purpose of providing an up-to-date reference trail and/or complying with mandated requirements.
- Maintains swimming pools and facilities (e.g. cleaning showers and locker rooms, trash pickup, power washing of facility, etc.) for the purpose of complying with mandated safety and health requirements.
- Manages storage and inventory of equipment parts, supplies and chemicals for the purpose of maintaining availability and security of required items to complete jobs efficiently and in compliance with applicable regulations.
- Monitors pool chemicals (e.g. storage, balance, inventor, etc.) for the purpose of ensuring proper chemistry and circulation at proper levels, applying chemicals as needed.
- Responds to inquiries from students, staff, public, local health department, etc. for the purpose of conveying information regarding swimming pool operations.
- Responds to emergency calls for repairs and service for the purpose of resolving immediate safety concerns.

Other Functions

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

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple 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: operating pool maintenance equipment; and handling hazardous materials; reading, interpreting, applying and

explaining rules, regulations and procedures; climb ladders and scaffolding; and operating high lifts.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: operation and maintenance of swimming pool filters, heaters, chlorinators, pumps, and other related swimming pool circulation and sanitation equipment and systems; procedures and regulations for the proper handling and storage of hazardous materials; materials and technical operations standards and health codes for swimming pools; water chemistry related to swimming pool operations and pool water safety practices and precautions.

ABILITY is required to schedule activities; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; meeting deadlines and schedules; adhering to safety practices; working effectively with outside service providers, suppliers and contractors; and maintaining records.

Responsibility

Responsibilities include: working under limited supervision using standardized routines; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some 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 temperature extremes and in a generally hazard free environment.

Experience: Job related experience is desired.

Education: High school diploma or equivalent.

Equivalency:

Required Testing

Pre-Employment Proficiency Test

Certificates and Licenses

Driver's License & Evidence of Insurability
Certified Pool Operator Certification (CPO) or an
Aquatic Facility Operator (AFO)
Adult CPR certification.

Continuing Educ. / Training

Maintains Certificates and/or Licenses

Clearances

DOJ/FBI Fingerprint/Background Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

12/13/2016

Salary Grade

49