

**BANKS SCHOOL DISTRICT  
JOB DESCRIPTION  
Maintenance**

**IMMEDIATE SUPERVISOR      Superintendent**

**GENERAL DUTIES**

Perform highly skilled maintenance and trades work in District facilities. Coordinate other staff and contractors to complete projects.

**REQUIRED QUALIFICATIONS**

- A. High school diploma or its equivalent
- B. Proficient oral and written communication skills in English
- C. Proficient in the use of computer and Internet based applications, including but not limited to email and systems applications
- D. Hold a valid Oregon driver's license
- E. Three years of experience in identified trades
- F. Experience with implementing project blueprints
- G. Knowledge of regulations governing work within identified trades
- H. Knowledge of applicable safety rules and best practices within identified trades

**ESSENTIAL RESPONSIBILITIES**

- A. Perform highly skilled maintenance and repair work within identified trades
- B. Operate light gas-powered automotive equipment
- C. Load, deliver, and unload supplies and equipment
- D. Assist other skilled maintenance workers performing trades work
- E. Perform skilled construction and installation work within identified trades
- F. Fabricate items using various materials
- G. Assemble and install pre-fabricated products
- H. Coordinate project timelines to ensure materials, personnel and contractors are available to meet deadlines
- I. Monitor project progress and provide accurate status reports to appropriate personnel
- J. Perform inspections and ensure compliance with building codes and regulations
- K. Maintain accurate records related to identified trades
- L. Communicate with outside agencies and provide information related to identified trades
- M. Serve as an expert resource and provide guidance to other staff
- N. May perform duties of a Groundskeeper
- O. May coordinate and assign the work of maintenance staff

Banks School District believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's goals.

**PHYSICAL REQUIREMENTS**

In 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

F – Frequently (2.5 – 5.5 hrs per day)

NA – Not Applicable

O – Occasionally (.5 – 2.5 hrs per day)

C – Continually (5.5 – 8 hrs per day)

<b>Physical Requirements</b>	<b>NA</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>
Sitting			X		
Stationary Standing			X		
Walking (level surface)				X	
Walking (uneven surface)			X		
Crawling		X			
Crouching (bend at knees)				X	
Stooping (bend at waist)				X	
Twisting (knees/waist/neck)			X		
Turn/pivot			X		
Climbing (stairs)			X		
Climbing (ladder)			X		
Reaching overhead			X		
Reaching extension			X		
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing				X	
Fine manipulation			X		
Using foot control			X		
*Pushing/Pulling Maximum weight: <b>100 lbs.</b>			X		
*Lifting/Carrying Maximum weight: <b>50 lbs.</b>			X		

\*Identify items typically moved:

## **WORKPLACE EXPECTATIONS**

- A. Maintain regular and punctual attendance
- B. Follow site and/or District protocol for reporting absences
- C. Follow all District policies, work procedures
- D. Follow all reasonable requests/instructions by proper authority
- E. Maintain the integrity of confidential information relating to students, staff, and District operations
- F. Work independently in the performance of routine duties
- G. Make sound decisions
- H. Participate in required meetings and trainings related to the position
- I. Maintain required licenses/certifications and successfully complete required trainings for the position
- J. Utilize the District's electronic systems and applications related to the position
- K. Dress in a professional and appropriate manner for the assignment and work setting
- L. Demonstrate professionalism when working and communicating verbally and nonverbally with students, parents, and school personnel from diverse cultures and/or backgrounds
- M. Cultivate and model a respectful working and learning environment
- N. If employee is bilingual they may be required to interpret, translate documents, and/or communicate orally in the second language
- O. Report to other work sites on a temporary basis to fill a significant need as determined by a District level administrator

## **EMPLOYEE STATEMENT**

"I have reviewed the above position description and understand its contents, I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents. I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s)."

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Employee Name (print)

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Employee Signature

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Date