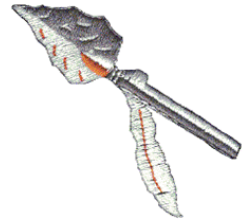


SCAPPOOSE SCHOOL DISTRICT 1J
33590 SE High School Way
Scappoose, OR 97056



POSITION DESCRIPTION

MAINTENANCE II

Revised Date: November 2019

Range Assignment: 30

Reports to: Facilities Manager

General description of position: The Maintenance II person works under the general supervision of the Facilities Manager and provides skilled work in maintaining, constructing and repairing District facilities and grounds. The Maintenance II person will train, assist and work with all maintenance, custodial and grounds staff.

Essential Functions:

- Assist in the supervision of all construction and remodeling projects in the District, serving as the assistant to the Maintenance Supervisor
- Make repairs and adjustments to the plumbing and electrical equipment and apparatus throughout the District as per code and restrictions. (If a license is required, the Maintenance II worker would perform only if he/she is licensed.)
- Perform/assist maintenance and repairs for all kitchen equipment District-wide
- Maintains asbestos certifications and responds to asbestos episodes throughout the District
- Maintains District fire line safety system
- Perform emergency repairs as needed to maintain District facilities and grounds
- Assist in coordinating/scheduling and working to complete all work orders written by building principals
- Will establish and maintain a cooperative, harmonious working relationship with all staff, students and community members
- Follow and support Scappoose School District policies and procedures
- Is punctual and maintains regular attendance
- Perform other related duties as required or assigned
- Will coordinate overall facilities maintenance/troubleshooting functions in absence of Facilities Manager for purpose of completion of work activities.

Minimum Qualifications:

- High School diploma or equivalent
- Sufficient knowledge of maintenance, construction, materials, supplies and related systems of maintenance to perform the job

- Successful experience with general construction and general maintenance-related procedures
- Skills in the use of hand/power tools; blueprint interpretation; planning, monitoring and evaluating construction and coordination of resources related to maintaining facilities and grounds
- Ability to direct and assist all phases of construction and repair of facilities and grounds
- Ability to develop and implement work schedules
- Ability to work cooperatively with vendors, contractors, staff and community patrons
- Ability to make decisions independently and to use initiative and judgment in accomplishing tasks with general instruction and guidance
- Possess physical and mental attributes required to perform essential functions
- Must currently possess or ability to obtain valid Oregon drivers license

Physical Requirements:

Physical demands represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to walk, stand and climb. Specific vision abilities required by this job include close vision, color vision and depth perception. While performing the duties of this job, the employee will visit various buildings for inspection and meetings.

Physical requirements for essential responsibilities:

In 8-hour workday, this job requires:

- R – Rarely (Less than .5 hr per day) O – Occasionally (.5 – 2.5 hrs per day)
 F – Frequently (2.5 – 5.5 hrs per day) C – Continually (5.5 – 8 hrs per day)
 N/A – Not Applicable

Physical Requirements	N/A	R	O	F	C
Sitting		X			
Stationary Standing	X				X
Walking (level surface)					
Walking (uneven surface)			X		
Crawling			X		
Crouching (bend at knees)				X	
Stooping (bend at waist)				X	
Twisting (knees/waist/neck)				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 Max weight: 90 lbs			X		
**Lifting/Carrying Max weight: 90 lb			X		
*items typically moved: furniture, equipment, tools					
** Items typically lifted: tools, equipment, furniture					

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee will frequently lift up to 25 pounds such as loading or unloading trucks. May be subject to various fumes, humidity and loud equipment noise.

Terms of Employment:

12 months/year. Probationary period as noted in Bargaining Agreement. Salary and work year according to current schedule. Performance of this position will be evaluated in accordance with the Collective Bargaining Agreement.

I, _____ have reviewed the above position description and understand the 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).

Name _____ (print)

Signature _____ **Date** _____