



Littleton Elementary School District Position Description

TITLE: Skilled Maintenance Worker

CLASSIFICATION: Non-Exempt

GENERAL STATEMENT OF RESPONSIBILITIES: To perform journey-level tasks in the repair and maintenance of District facilities, including carpentry, plumbing, mechanical, HVAC, alarms, locks and basic electrical work.

PRINCIPAL DUTIES: (essential functions)

- Performs facilities maintenance and repair tasks at the journeyman level in at least two specialties within the building crafts, including electrical, HVAC, plumbing and carpentry; operates and maintains hand and power tools.
- Works independently with limited supervision, and makes appropriate decisions based on work experience; duties will vary according to job assignment and individual skills.
- Reads and interprets work orders; identifies material and equipment needs for each assigned project, and orders supplies.
- Inspects and troubleshoots facilities problems and maintenance issues, and develops efficient and cost-effective solutions.
- Performs repairs, preventive maintenance and component replacement on HVAC, plumbing, electrical, security, carpentry and mechanical systems; repairs and rebuilds building interior structures and components as needed; repairs external structures and components as needed.
- Maintains, cleans and adjusts heating and air conditioning units.
- Utilizes proper safety precautions in all work performed; reports problems and emergency situations.
- Cleans up spills and unsafe conditions in a timely manner and according to procedures.
- Performs maintenance and repairs within scope of authority, and in accordance with all safety regulations and procedures; notifies supervisors of repair problems beyond the scope of authority.
- Maintains records and logs of services performed and time and material costs, and prepares written reports as required.
- Controls work site to assure that safety rules and regulations are adhered to, and that the work zone and all equipment are in safe operating condition.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of District policies and procedures.
Knowledge of local, state and Federal building codes and regulations.
Knowledge at a journeyman level of at least two specialties within the building crafts, including electrical, HVAC, plumbing and carpentry.
Knowledge of practices, procedures and equipment used in maintenance of public school properties.
Knowledge of tools and equipment used in building and grounds maintenance.
Knowledge of Federal and state safety rules and regulations.
Knowledge of occupational hazards and safety precautions.

Skill in working independently to maintain and repair facilities according to District standards.
Skill in using experienced repair and maintenance techniques on electrical, plumbing, carpentry, security and HVAC systems.
Skill in operating and maintaining tools and equipment in a safe and effective manner.
Skill in prioritizing multiple tasks, projects and demands.
Skill in maintaining accurate repair and maintenance records.
Skill in following and maintaining safety standards.
Skill in communicating effectively in verbal and written forms.
Skill in establishing and maintaining effective relationships with co-workers and others.

PHYSICAL REQUIREMENTS: Heavy physical demands; work is performed indoors and in outdoors environments; requires constant physical efforts in performing maintenance and repair projects, and ability to lift and move items weighing up to seventy (70) pounds.

MINIMUM QUALIFICATIONS: High school diploma or GED equivalent; AND three (3) year’s building maintenance, carpentry, electrical and plumbing work experience; OR an equivalent combination of education and experience that provides the required knowledge and skill.

REQUIRED LICENSE/CERTIFICATION: Valid State of Arizona Driver’s License is required; Commercial Driver’s License may be required; specific technical skills certifications in building trades may be required.

TERMS OF EMPLOYMENT: Twelve months per year. Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the Board’s policy on evaluation of classified personnel.

Approved by: _____ Date: _____

Reviewed and Agreed to by: _____ Date: _____