



### **PURPOSE:**

- The Maintenance I provides the students and staff with an attractive and safe environment in which to learn and teach.

### **REPORTS TO:**

- Site Administrator/Maintenance Supervisor

### **QUALIFICATIONS:**

- High school diploma or equivalent.
- Maintain a valid Oregon Driver's License and personal transportation.
- Experience in grounds and building maintenance, preferably in a school setting.
- General knowledge of building maintenance such as electrical, plumbing, boilers and HVAC.
- General knowledge of grounds care, such as sprinklers, mowing, trimming, etc.
- Ability to read instructions and write reports.
- Pass required background check.

### **ESSENTIAL FUNCTIONS:**

- Repair and maintenance all district facilities.
- Maintain satisfactory attendance and punctuality.
- Ability to work cooperatively with staff, students and the public.
- React to change productively and handle other tasks as assigned.
- Strong work ethic.
- Appropriately operate all equipment as required.
- Support the philosophy and mission of School District 9.
- Good communication, organization and computer skills.

### **PHYSICAL REQUIREMENTS:**

- Requires stooping, bending, reaching, lifting, carrying objects and climbing ladders.
- Must work indoors and outdoors year-round.
- Must work in noisy and crowded environments.
- See [physical requirements](#).

### **GENERAL RESPONSIBILITIES**

- Operate all district maintenance equipment.
- Efficiently complete all tasks assigned.
- Perform thorough maintenance on equipment district wide.
- Assist other maintenance staff with large-scale projects.
- Report and repair all safety hazards.
- Fill in for Plant Engineers when needed.
- Comply with all laws and procedures for the storage and disposal of all hazardous and non-hazardous wastes.
- Assist in preparing for district wide activities and other functions.
- Assist district wide staff in their various needs.
- Performs district wide repairs and adjustments to building fixtures and equipment.
- Plan and order necessary materials for assigned jobs.
- Respect confidential information.
- See that district policies are observed at all times.
- Keep abreast of new information, innovative ideas and techniques.
- Achieves and maintains proficient levels of performance, as described in the district and school evaluation policies and procedures and as communicated by the administration.
- Develops and maintains positive, appropriate professional relationships with students and reorganizes necessary boundaries in interacting with students.
- Models personal behaviors of honesty, fairness, courtesy, consideration and good citizenship.
- Establishes and maintains harmonious relationships with students, fellow employees and the



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general public by reflecting positively on the profession.

- Uses computer technology for specified program tasks and for use with students as needed for instruction or communication.
- Responds in a cooperative and positive manner to supervision and direction.
- Achieves professional growth as directed by the district through consultation with district support staff, attendance at building and district in-service meetings and approved workshops and classes.
- Maintains all licenses and requirements needed to maintain your professional standing and the requirements to complete all assigned reports.
- Perform other duties as assigned by the Maintenance Supervisor.

**RATE OF PAY:** According to Classified Salary Schedule

*This position description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein.*

Employee Signature: \_\_\_\_\_ Date \_\_\_\_\_

*Board Adopted: August 14, 2013*