

Skilled Facilities Maintenance Worker

DEPARTMENT:

Facilities

REPORTS TO:

Facility Operations
Manager

FLSA DESIGNATION:

Non-exempt

PART I – SUMMARY OF SCOPE OF CLASSIFICATION

Under general supervision, this class regularly performs skilled tasks involving building and equipment maintenance (operational and remedial) and the cleaning and general maintenance of District buildings.

PART II – MINIMUM KNOWLEDGE, SKILLS AND ABILITIES

A. EDUCATION AND EXPERIENCE:

General experience:

Two years of semi-skilled mechanical and facilities maintenance experience which has included: electrical and mechanical; building structural and heating, ventilation, air conditioning and refrigeration maintenance and repair work; or an equivalent combination of training and experience.

Physical Requirement: Employees appointed to positions in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties of the class. A pre-employment physical examination is required.

Incumbents in this class may be required to lift moderate to heavy weights and may be exposed to significant levels of dust, heat, noise, extreme weather conditions and risk of injury from equipment and assaultive and/or abusive students.

B. CREDENTIALS:

C. LICENSURES, CERTIFICATIONS AND OTHER REQUIREMENTS:

Incumbents in this class may be required to possess a current Minnesota Motor Vehicle Class D Operator License and at minimum a valid Minnesota 2nd class C low pressure engineer's license appropriate for the boiler(s) HP to be a shift operator, be currently enrolled in a program leading to a 2nd class C low pressure engineer's license or willing to enroll in a program leading to licensure within one year of appointment.

D. CONTINUING EDUCATION REQUIREMENTS:

E. KNOWLEDGE, SKILLS AND ABILITIES:

1. Considerable knowledge of methods, tools, equipment, materials and procedures of specific trade or work area concerned;
2. Knowledge of related legal requirements, including OSHA;
3. Some knowledge of maintenance problems and their proper handling;
4. Skill in manual and machine operations of trade or work area;
5. Oral and written communication skills, and ability to work with computers;
6. Ability to understand the concepts of District 287 educational operations;
7. Ability to follow written and oral instructions;
8. Ability to read blue prints, mechanical drawings, and ability to apply knowledge of general plumbing and electrical repair;
9. Ability to give directions to staff and make decisions related to general building and grounds maintenance and cleaning practices;

10. Interpersonal skills and ability to work with a variety of people and to work cooperatively with District staff and students in a team work environment;
11. Ability to organize the daily routine, organize periodic cleaning and follow-up functions of the position and work area.
12. Ability to work with individuals from diverse backgrounds.

PART III – POSITION DIRECTS:

Directs temporary employees and contractors as assigned by the Facilities Operations Manager.

PART IV - ESSENTIAL FUNCTIONS

The following identifies the primary and essential functions of the position and is not intended to be an exhaustive listing of all duties.

1. Oversees HVAC systems and ensures safe and efficient operation;
2. Oversees and ensures security of buildings and ensures alarm system is set and in working order;
3. Provides fire and safety systems for the building, ensures alarms are in working order, exits and safety routes are maintained;
4. Oversees the implementation and construction of office space use, application of design and construction.
Moves and/or oversees the movement of furniture and equipment;
5. Works with a variety of vendors related to building maintenance issues;
6. Identify needs of district properties and needs of staff related to the department;
7. Coordinates and oversees the custodian duties and ensures quality and timeliness. Ensures work coverage for staff absences;
8. Ensures the District's mail route and deliveries are completed;
9. Coordinates with contractors on a variety of issues related to building and grounds maintenance;
10. Troubleshoots problems related to custodial or building and grounds maintenance;
11. Ensures supplies inventory is maintained;
12. Operates and makes minor emergency repairs on motor trucks for purpose of transporting goods and/or equipment;
13. Ensures vehicles are maintained in good condition including cleaning, lubrication and preventative maintenance;
14. Supplies motor vehicles with gas, oil, water and other fluids;
15. May pump fuel;
16. May dispatch vehicles;
17. Assists in minor construction, maintenance and repair as a painter, plasterer, carpenter, electrician, mason, plumber and/or steamfitter, tinsmith or comparable trades person.
18. Will use District technology to perform daily, weekly and monthly job duties as required, utilize the district's MMS (Maintenance Management Software) to manage maintenance requirements, complete monthly inspections and fill out electronic forms as appropriate;
19. May be required to use only District owned technology for off-site monitoring of building systems. This excludes any communication device for which the employee is receiving payment from the District;
20. May assist a Facilities Operations Manager in high or low pressure steam equipment maintenance and/or perform watch operator duty;
21. May perform a variety of other moderately difficult welding and fabrication, heating, ventilation, air conditioning and refrigeration work;
22. Responsible for addressing and responding to customer concerns, whether received electronically or otherwise, in a manner that is consistent with industry standards; and District's E-mail guidelines and operating procedures.
20. Other duties as assigned.

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY THE EMPLOYEE ASSIGNED TO THIS POSITION. THEY ARE NOT TO BE CONSTRUED AS AN EXHAUSTIVE LIST OF ALL JOB RESPONSIBILITIES AND DUTIES PERFORMED BY PERSONNEL SO CLASSIFIED. DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE DISTRICT WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGE BOTH PROSPECTIVE AND CURRENT EMPLOYEES TO DISCUSS POTENTIAL ACCOMMODATIONS WITH THE DISTRICT WHEN NECESSARY.