

# Red Wing Public Schools Position Description

## Maintenance Worker

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### General Information

Department:	Buildings and Grounds
Unit:	Custodial / Engineer / Maintenance Personnel
Immediate Supervisor:	Director of Buildings and Grounds
Grade Placement:	16
FLSA Status:	Non-Exempt

### Position Summary

The Maintenance Worker is responsible for performing a wide variety repair, troubleshooting and preventive maintenance within district facilities involving various mechanical systems including plumbing, HVAC, building automation systems, pool equipment, electrical and general interior/external building maintenance.

### Essential Duties and Responsibilities

1.	<p>Diagnoses, troubleshoots and makes repairs to all mechanical, plumbing, carpentry, HVAC, building automated systems, pool equipment or other equipment within the facilities of the district. Works with and under the Master Electrician when performing electrical repairs or maintenance activities. Collaborates and works with local and state officials to assure repairs and facilities comply with building codes, rules, regulations, and requirements.</p> <ul style="list-style-type: none"> <li>a) Responds to work orders and troubleshoots maintenance repairs.</li> <li>b) Repairs and/or performs preventive maintenance to air handling units, fans, motors, and/or pumps.</li> <li>c) Plans carpentry projects and assembles needed supplies, parts or materials.</li> <li>d) Installs and repairs existing plumbing equipment. Fixes water leaks or other plumbing services. Services or fixes drains, sinks, toilets and drinking fountains.</li> <li>e) Performs boiler maintenance. Drains boilers, removes pipes, and other maintenance requirements. Meets with inspector performing inspection. Reassembles boiler and fills with water and chemicals after inspections.</li> <li>f) Performs district vehicle service and scheduled maintenance. Monitors and inspects school transport vehicles to assure compliance with MnDot rules and requirements.</li> <li>g) Performs exterior restoration of district buildings (e.g. tuck pointing) assuring water tight conditions.</li> </ul>
2.	Performs welding to repair items brought to the maintenance shop. Maintains work and shop areas to ensure safety and proper work procedures.
3.	Performs health and safety inspections in accordance with district procedures.
4.	Operates and maintains building automated systems.

5.	Collaborates with district building heads to provide advice and/or assist them with any building issues, as appropriate.
6.	Checks out work order requests, plans priorities, and makes sure materials are on hand to complete work orders. Purchases needed supplies and materials to maintain inventory supplies and/or to implement work orders.
7.	Performs other duties of a comparable level or type, as assigned by the Director of Building & Grounds.

## Required Education, Training, and Work Experience

Required Education / Training: 1 Year College

Degree Information: Some vocational / trades training

Major Field of Study or Degree Emphasis: Stationary engineer, facility maintenance, HVAC, mechanical, carpentry, or other trades area.

Required Work Experience: Minimum of 3 years of facility maintenance experience.

Licenses / Certifications Required:

- Valid driver's license in Minnesota
- Class 1C Boiler License required; Chief C Boiler License preferred
- Registered unlicensed electrician preferred
- Trade license / certification preferred
- Others may be required depending on building needs and district assignments (e.g., CPO license, Chief Boiler License, etc.)

## **Essential Knowledge Required to Perform the Essential Functions of the Position**

- Fundamentals, practices, and techniques involved in the repair, installation, troubleshooting and maintenance in assigned areas of responsibility
- State and federal laws pertaining to areas of responsibility.
- Hand, power, and diagnostic tools applicable to trade.
- Safety precautions, safety equipment and risk management procedures pertaining to specific duties and responsibilities of the work.
- HVAC operation, repair and maintenance.
- Boiler water treatment, maintenance and chemicals required.
- Pool chemistry and corrective actions to pool pumps and filters
- Fundamentals of general repair and maintenance activities in such areas as mechanical, carpentry, electrical, steam, air system, plumbing systems, and associated equipment.
- Energy management automated systems and their applicable programming languages/commands.

## **Essential Skills Required to Perform the Work**

- Establishing and maintaining effective working relationships with employees, supervisors, department heads, and building personnel.
- Monitoring and observing the work functions and activities of outside contractors and vendors, if necessary.
- Planning and implementing preventive maintenance programs and requirements of district mechanical, HVAC, plumbing systems or exterior facility repairs.
- Reading and interpreting blue prints and diagrams.
- Implementing maintenance schedules and needs for all district facilities and vehicles.
- Ability to work independently with minimal supervision.
- Operating and using hand and power tools and heavy equipment applicable to trade(s).
- Using and operating energy management systems, programs, tools and diagnostic equipment to test, repair, or replace equipment or malfunctions.
- Operating all equipment, machinery and systems necessary in performance of the job including boilers, pneumatic controls and all associated components.
- Using chemicals to test pool water and perform required pool testing documentation and recordkeeping.
- Ability to read, understand, and follow safety procedures.
- Performing fundamental troubleshooting, repairs and maintenance activities in the areas of carpentry, plumbing, mechanical and assistance with electrical activities.
- Monitors vehicle service and maintenance to assure vehicles transportation students meet MnDOT rules and requirements.

## Typical Physical Demands for this Position

Summary of Physical Job Requirements:

Physical requirements associated with the position can be best summarized as Medium Heavy Work: Exerting up to 50 pounds of force frequently and/or up to 25 pounds of force constantly to lift, carry, push, pull, or otherwise move objects in the performance of the job.

Physical Job Requirements:

	Amount of Time Spent			
	None	1/3 or Less	1/3 to 2/3	Over 2/3
<b>Physical Activities</b>				
Stand				X
Walk			X	
Sit		X		
Use hands to finger, handle or feel				X
Reach with hands arms				X
Climb or balance			X	
Stoop, kneel, crouch or crawl			X	
Talk or hear				X
Taste or smell		X		
<b>Lifting / Forcing Exerted</b>				
Up to 10 pounds				X
Up to 25 pounds			X	X
Up to 50 pounds			X	
Up to 100 pounds		X		
Over 100 pounds		X		

Unusual or Hazardous Working Conditions Related to Performance of Duties:

Working with mechanical equipment poses potential risks and requires being aware of hands, limbs and clothing in relation to moving mechanical parts to prevent injury. Chemicals used in the Boiler Water Treatment Program or other maintenance activities pose potential risks for inhalation of fumes, chemical burns and skin absorption. Welding, steam or exhaust burns pose risks. Electrical shock is a risk involved in working with electronic equipment and tools. Work may involve climbing ladders where there is a risk of falling or injury. The work environment involves exposure to materials, equipment and situations that requires following safety precautions and may include the use of protective equipment.

## Classification History and Approval

Created: 7/2014 by Bjorklund Compensation Consulting

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