

Arlington School District No. 16  
Job Description

**JOB TITLE: Maintenance Worker**

<b>CLASSIFICATION:</b>	Classified
<b>LOCATION:</b>	District
<b>REPORTS TO:</b>	Director of Support Services
<b>HOURS:</b>	Up to 40 hours per week / 260 days per year
<b>SALARY:</b>	Per PSE Schedule A

**SUMMARY:** Under the supervision of the Director of Support Services, and direction of the Journey Level Maintenance Worker, the Maintenance Worker will perform duties to keep the District facilities well maintained and to provide for a comfortable learning environment which is free from safety hazards.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Construct and fabricate non-structural items to be used in District facilities.
- Repair, adjust and replace plumbing fixtures and perform other routine plumbing procedures such as unclogging drains.
- Perform preventative maintenance on District facilities and equipment, including replacing belts, filters, lubrication of equipment and cleaning.
- Repair, adjust and replace electrical fixtures, ballasts, bulbs, lights, switches and outlets.
- Repair, adjust and replace locks, latches, door hardware, and cut keys.
- Replace windows, window trim and make non-structural repairs.
- Clean, paint and maintain District facilities.
- Safely operate District motor vehicles.
- Operate, maintain and repair power tools and equipment as needed.
- Order material and equipment as required.
- Report misuse, safety concerns or abuse of District facilities and equipment to the Director of Support Services.
- Identify and eliminate safety hazards throughout the District.
- Maintain the security of District facilities, including the use of the Sonitrol system.
- Assist Journey level workers on projects and repairs.
- Establish and maintain cooperative working relations with staff, students, and the public with a focus on quality customer service and positive communication.
- Demonstrate professionalism through conduct, punctuality and minimal absences.
- Comply with all District, State, Federal policies, procedures, codes, laws, and direction from Director of Support Services.
- Maintain professional standards in confidentiality and use of student information.
- Other duties may be assigned by the Director of Support Services to accommodate the efficient operation of the department.

**QUALIFICATION REQUIREMENTS:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCE:**

Minimum requirement is high school diploma or equivalent

Previous employment experience in plant maintenance and/or construction related fields

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid Washington State driver's license

CPR and First Aid Card (may be required)

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak or otherwise communicate effectively in the English language.

**MATHEMATICAL SKILLS:**

Ability to calculate figures and amounts, such as discounts, proportions, percentages and totals and to apply concepts of basic mathematics.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete and abstract variables. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**OTHER SKILLS AND ABILITIES:**

- Ability to take initiative and to communicate proactively
- Possess the ability to follow instructions
- Perform strenuous physical labor in all kinds of weather
- Ability to read, understand and follow safety rules and regulations
- Ability to operate power tools and hand tools

**PHYSICAL DEMANDS:** *The physical demands described here are representative of 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 essential functions.*

While performing the duties of this job, the employee is regularly required to walk; stand; use the hands to handle, finger or feel objects, tools, or controls; reach with hands and arms; climb; balance; stoop, kneel, or crouch, and bend or twist at the neck and trunk more than the average person. The employee continuously uses hand strength to grasp tools and frequently climb ladders. The employee must frequently lift and/or move 50 pounds and occasionally lift and/or move up to 90 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

**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.*

There are no unusual environmental conditions. Work is performed both indoors and outdoors. Typically, the noise level in the work environment is moderate. While performing the duties of this job, the employee occasionally will walk on slippery surfaces.

*The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.*