

# KLAMATH COUNTY SCHOOL DISTRICT

## JOB DESCRIPTION

<b>TITLE:</b>	<b>Regular Maintenance</b>	
<b>REQUIREMENTS:</b>	Approved for employment through an Oregon School based fingerprint screening. Must have 10 years warehouseman experience. Possess CDL-Class B driver's license and current forklift operator's certification.	<b>REPORTS TO:</b> Maintenance Supervisors
<b>EDUCATION:</b>	High School Diploma or GED Equivalent	<b>FLSA Status:</b> Non-Exempt
<b>LENGTH OF WORK YEAR:</b>	260 Days/Year	
<b>EVALUATION:</b>	Performance of this job will be evaluated annually in accordance with Klamath County School District policies.	
<b>GENERAL JOB DESCRIPTION:</b>	<p>Under general supervision, performs unskilled and semi- skilled work in the general maintenance of buildings, grounds, and equipment. Employees assigned to this classification perform a variety of tasks. Employees operate a variety of manual and power tools and equipment to carry out their assignments, operate light automotive equipment in a safe and effective manner. Employees perform routine and repetitive tasks without close supervision but typically receive specific work instructions at the beginning of any new task or assignment. Some assignments involve exposure to inclement weather and employees are subject to accident and injury hazards/risks and very disagreeable work environments including dirt, dust, extreme temperatures, odors, grease, etc. Workers are required to observe safety procedures and practices and/or wear or use specialized protective clothing or equipment while performing work. Physical ability to adhere to OSHA and district safety regulations. Work within the district's communicable disease control plan (blood borne pathogens) and be aware of the existence and potential exposure to hazardous chemicals as identified on the MSDS sheets. Must possess a CDL - Class B driver's license. Responsibilities include student safety and security. This position is considered a safety sensitive position.</p>	

**ESSENTIAL JOB RESPONSIBILITIES (Not Necessarily Limited To)**

1. Perform all jobs and responsibilities in a safe manner as depicted in school district policies and procedures.
2. Will perform the duties of the warehouseman in his absence.
3. Interpret and work from drawings and plans. Need to be able to communicate in writing.
4. Inspects and makes recommendations for improvement.
5. Performs finish carpentry work, cabinet making, cement work, application of asphalt coatings and plastering and lay tile.
6. Performs minor repairs of electrical equipment and various ventilation and air conditioning systems and appliances. (Electrical license not needed.)
7. Participates in necessary painting and general repairs to plumbing, carpentry and mechanical areas as assigned.
8. Able to perform work from ladders and heights.
9. Perform basic troubleshooting (boiler controls, fuels and steam systems)
10. Ability to supervise, lead and direct and also the ability to instruct others in the performance of tasks.
11. Ability to use simple measuring instruments and routine maintenance functions to include both arc and gas welding.
12. Roof Repairs
13. Change furnace filters
14. Regular attendance is an essential function of this position. Willingness to work some overtime and night work.
15. Additional duties as assigned by principal or administrator.

**PHYSICAL REQUIREMENTS (Mark appropriate box)**

LIFTING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.					√
11-20 lbs.				√	
21-50 lbs.				√	
51-75 lbs.			√		
76-100 lbs.	√				
> 100 lbs.	√				
Maximum amount lifted by worker without assistance: 75 lbs.					
If required, lifts over <u>75</u> lbs. are performed with two or more people or lift devices.					

CARRYING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.					√
11-20 lbs.				√	
21-50 lbs.				√	
51-75 lbs.				√	
76-100 lbs.			√		
> 100 lbs.			√		
Maximum amount carried by worker without assistance: 75 lbs.					
If required, carrying over <u>75</u> lbs. are performed with two or more people or lift devices.					

PUSHING/PULLING FORCE TO BE EXERTED					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.					√
11-20 lbs.				√	
21-50 lbs.				√	
51-75 lbs.			√		
76-100 lbs.			√		
> 100 lbs.			√		
Maximum weight of object pushed/pulled by worker: 75					
Distance: <u>50</u> ft. Type of Surface: (i.e. level, carpet, tile): <u>Level</u>					

ENVIRONMENT (WORK CONDITIONS)*	
Works Inside <u>50</u> % of the time	/ Works Outside <u>50</u> % of the time.
Temperature Extremes: Yes	
Works on or around moving machinery or mechanical parts: Yes	

\*Varies by location and season of year.

OTHER PHYSICAL DEMANDS					
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Bend/Stoop				√	
Twist				√	
Crouch/Squat				√	
Kneel				√	
Crawl				√	
Walk-Level Surface					√
Walk-Uneven Surface				√	

Climb Steps				√	
Climb Ladder				√	
Work at Heights				√	
Reach at or Above Shoulder				√	
Reach Below Shoulder				√	
Use of Arms					√
Use of Wrists					√
Use of Hands					√
Grasping/Squeezing					√
Operate Foot Controls			√		

ENDURANCE							
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%	Total Hours At One Time	Total Hours In A Work Day
Sitting/Driving				√			
Standing					√		
Walking				√			
Change Positions					√		

**NOTE:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description and attest to my ability to perform the essential functions of the position:

\_\_\_\_\_ Employee Signature \_\_\_\_\_ Date  
 Print Employee Name

**Employer Representative (Immediate Supervisor):**

\_\_\_\_\_ Title \_\_\_\_\_ Signature \_\_\_\_\_ Date  
 Print Name

Prepared by: Director of Human Resources

**In the event of an on the job injury:**

*For physician to complete:*

**Is this job appropriate?**  Yes  No **Date of Release:** \_\_\_\_\_

**If not released to regular work at this time, please provide an "ANTICIPATED" DATE:** \_\_\_\_\_

\_\_\_\_\_  
 Physician's Signature Date