

KLAMATH COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE:	Assistant Maintenance Supervisor		
REQUIREMENTS:	Approved for employment through an Oregon School based fingerprint screening. Valid Driver's License	REPORTS TO:	Construction Project Manager/Maintenance Supervisor
EDUCATION:	High School Diploma or GED Equivalent	FLSA Status:	Exempt
LENGTH OF WORK YEAR:	260/Days Year		
EVALUATION:	Performance of this job will be evaluated annually in accordance with Klamath County School District policies.		
GENERAL JOB DESCRIPTION:	<p>To assist the District Construction Project Manager/Maintenance Supervisor with the supervision of maintenance and custodial support for all buildings and property within the Klamath County School District.</p> <p>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. Responsibilities include student safety and security. This position is considered a safety sensitive position.</p>		

QUALIFICATIONS:

1. Ability to understand and interpret commercial construction and safety codes and requirements for schools.
2. Ability to read blueprints and interpret architectural drawings and renderings.
3. Strong organizational skills.
4. Excellent oral and written communication skills.
5. Basic computer application skills including Microsoft Excel and Word.
6. Demonstrated flexibility in dealing with changing conditions.
7. Current First Aid/CPR card holder.

ESSENTIAL JOB RESPONSIBILITIES (Not Necessarily Limited To)

1. Prioritizes, assigns, and supervises the daily work of the district's maintenance employees.
2. Assists the Supervisor and Superintendent with the development, updating, and implementation of the District's long term maintenance plan.
3. Inspects work for completeness.
4. Determines material, equipment, and supplies to be used. Transfers equipment and personnel from one project to another as necessary.
5. Keeps routine maintenance records.
6. Assists the Supervisor with installs, inspections, repairs and maintenance of the electrical, plumbing, mechanical and other related systems in all locations.
7. Assists Supervisor with inspecting, operating, and maintenance of the heating, cooling, and ventilation systems (including boiler systems) in all locations.
8. When necessary, performs general maintenance and installation work, including specialized work such as plumbing, electrical, etc., if qualified.
9. Assists the Supervisor with renovations of existing facilities and the construction of new facilities.
10. Assists the Supervisor with the inspection of major contract work on the electrical, plumbing, mechanical and other related systems in all locations.
11. Possession of a current and valid motor vehicle operator's license.
12. Assist the Supervisor in preparation of the maintenance budget.
13. Work with building principals in handling custodial issues, including those involving custodial staff.
14. Assists the Supervisor with evaluating job performance of personnel assigned to the maintenance department.
15. Responsible for recruitment of custodial staff.
16. Responsible for supervision, and evaluation of all District Custodial staff.
17. Thorough knowledge of the occupation hazards and corresponding safety precautions necessary for the safe performance of assigned duties.
18. Regular attendance is an essential function of this position.
19. Other duties as assigned.

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				√	

