KLAMATH COUNTY SCHOOL DISTRICT JOB DESCRIPTION

Assistant Maintenance Supervisor		
Approved for employment through an Oregon School based fingerprint screening.	REPORTS TO:	Construction Project Manager/Maintenance Supervisor
Valid Driver's License		
High School Diploma or GED Equivalent	FLSA Status:	Exempt
260/Days Year	<u> </u>	
Performance of this job will be evaluated annually	in accordance with K	Clamath County School District policies.
custodial support for all buildings and property wit Physical ability to adhere to OSHA and district safe plan (blood borne pathogens) and be aware of the on the MSDS sheets. Responsibilities include stude	hin the Klamath Cou ty regulations. Work existence and poten	inty School District. within the district's communicable disease control intial exposure to hazardous chemicals as identified
	Approved for employment through an Oregon School based fingerprint screening. Valid Driver's License High School Diploma or GED Equivalent 260/Days Year Performance of this job will be evaluated annually To assist the District Construction Project Manager custodial support for all buildings and property wit Physical ability to adhere to OSHA and district safe plan (blood borne pathogens) and be aware of the	Approved for employment through an Oregon School based fingerprint screening. Valid Driver's License High School Diploma or GED Equivalent 260/Days Year Performance of this job will be evaluated annually in accordance with R To assist the District Construction Project Manager/Maintenance Super custodial support for all buildings and property within the Klamath Couphysical ability to adhere to OSHA and district safety regulations. Work plan (blood borne pathogens) and be aware of the existence and poter on the MSDS sheets. Responsibilities include student safety and security

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.
- Assists the Supervisor and Superintendent with the development, updating, and implementation of the District's long term maintenance plan.
- 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.
- 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.

LIFTING					
Pounds	Never	Seldom	Occasionally	Frequently	Continuously
Founds	ivevei	1-5%	6-33%	34-66%	67-100%
1-10 lbs.					√
11-20 lbs.				√	
21-50 lbs.				√	
51-75 lbs.			√		
76-100 lbs.	√				
> 100 lbs.	√				
Maximum am	nount lifted by	worker without	assistance: 75 lbs.		
If required, lif	fts over _75	lbs. are perform	ed with two or more	people or lift de	vices.

Daniela.	Never	Seldom	Occasionally	Frequently	Continuously
Pounds	Never	1-5%	6-33%	34-66%	67-100%
1-10 lbs.	16				1
11-20 lbs.	100			√	
21-50 lbs.	/N			1	
51-75 lbs.				1	
76-100 lbs.			V		7
> 100 lbs.			V		-
Maximum am	ount carried by	worker withou	t assistance: 75 lbs.		

Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
4.1	1 2 34		M / /	1
444			√	U 7 11-1
			V	
		1	2.0	_1
2 1 3	0	1	845	12-40
	3-0	1	11.3	
ht of object p	oushed/pulled by	y worker: 75	C - PL Y-	
	ht of object p	ht of object pushed/pulled b	1-5% 6-33%	1-5% 6-33% 34-66%

ENVIRONMENT (WORK CONDITIONS)*	
Works Inside50% of the time	/ Works Outside50% 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 DEMAN	DS				
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		1		

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	1/10			V			
Standing	16				1	200	
Walking	100			√			
Change Positions	1/4				1		

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.

Print Employee Name	Employee	Signature	 Date
Employer Representative (Immediate Supervisor):	aun	U01	
Print Name	Title	Signature	Date
Prepared by: <u>Director of Human Resources</u>	α	HSI	4 ()
In the event of an on the job injury:	CALL.	5 2753	
For physician to complete: Is this job appropriate? Yes	No Date of Re	9	
Is this job appropriate? If not released to regular work at this time, please			
Physician's Signature		Date	