

Carson City School District Job Description: Maintenance

Job Title: Maintenance

Related Categories: Skilled Building Maintenance Worker

Location: Operations Department

Reports To: Operations Coordinator or Designee

FLSA Status: Non-exempt

Prepared By: Associate Superintendent of Human Resources

Prepared Date: 12-23-2019

General Job Description:

Under direction of Operations Coordinator, performs skilled, journey-level building trades work in the repair, maintenance, alteration and new construction of District buildings and equipment; to provide maintenance and repair of audiovisual equipment as needed; and to perform related work as required. Bilingual preferred.

Experience or training required:

Knowledge of: Standard methods, materials and equipment used in one or more of the building trades listed above; applicable building codes and ordinances; safe work practices; recordkeeping principles and practices; shop mathematics applicable to assigned trade(s); types and uses of a wide variety of audiovisual equipment; proper methods, materials, tools, equipment and theories used in electronic repair.

Ability to: Perform skilled, journey-level work in two or more of the building trades listed; electronic equipment diagnostics, maintenance and repair work; use of required tools and equipment skillfully and safely; work from plans, sketches, blueprints, specifications, diagrams and technical manuals; estimate time and material requirements of specific projects and assignments; maintain accurate records; operate a vehicle observing legal and defensive driving practices; understand and carry out oral and written instructions; establish and maintain effective proactive relationships with those contacted in the course of work; read and write at the level required for successful job performance. Must be able to collaborate with other staff members and community partners in a positive, friendly and approachable manner; and perform related work as required.

Any combination of training, education, and experience, which demonstrates an ability to perform the duties of the position: Graduation from high school or the equivalent. A typical qualifying entrance background is completion of formal or informal training in carpentry, electrical, plumbing, glazing, welding steel fabric, refrigeration, air conditioning, audiovisual equipment; or other trades, or a closely related field; and journey-level experience performing maintenance work in the designated trades areas of facility and equipment maintenance assigned; or experience at or equivalent to experience as a Building Maintenance Worker in the Carson City School District, wherein the incumbent has acquired the knowledge and abilities listed above.

Licenses or Certificates required:

Possession of a high school diploma or equivalent certificate, a valid driver's license issued by the state of residence, and an original Social Security Card.

The Job Functions:

Positions allocated to the class of Maintenance worker are characterized by the performance of journey-level work in two or more of the specialized building trades listed below. A Maintenance worker performs independently or may lead the work of a small crew. Incumbents also perform a variety of unskilled and semiskilled maintenance work independently or as a helper, as assigned.

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Essential Job Functions:

Carpentry: Alters, repairs or constructs articles and structures of wood, such as tables, chairs, partitions, counters, doors and window frames; repairs door closures and adjusts doors; makes and repairs furniture and wooden fixtures, performing mill and cabinet work; designs, lays out, cuts, assembles, finishes and installs cabinets; maintains and repairs woodwork of buildings; repairs roofs and ceilings; installs acoustical tile on ceilings and walls; lays and replaces floor tile; cuts and installs glass; fits doors, windows, sashes and rooms and installs partitions; may stain, paint and finish woodwork; operates planers, shapers, jointers, sanders, bandsaws and other woodworking machinery; maintains tools and equipment; interprets, corrects and works from plans, diagrams and blueprints; maintains records of work performed and materials used and submits required reports; requisitions materials and supplies.

Electrical: Inspects, repairs, services, and maintains electrical and lighting systems, including conduit and duct systems, light and power circuits, motor appliances, generators, breaker panels, control equipment switches, switchboards, fans, heaters, fixtures, boilers and clocks; maintains and repairs heating and air conditioning equipment; operates a variety of tools and equipment voltmeters, ammeter; installs necessary interior and exterior wiring for equipment and appliances; wires new and altered buildings; performs troubleshooting work to locate defects in electrical systems; replaces fuses, cords and sockets; installs, tests, and maintains intercommunication systems; interprets electrical plans and specifications; checks for conformity with codes, regulations and safety orders; keeps material and cost records; prepares schematic drawings; estimates time and material costs of projects; orders materials and supplies.

Plumbing and Locksmithing: Installs, maintains and repairs plumbing systems and fixtures; repairs and replaces pipes, valves, fittings and fixtures; cuts and threads pipe, cleans out drains and obstructions from water and sewage systems; replaces and repairs valves; interprets, corrects and works from sketches, blueprints and diagrams; maintains records of work performed and materials used and submits required reports; maintains necessary inventory and requisitions materials and supplies. Performs a variety of skilled locksmithing duties; duplicates keys and maintains records of the college key systems; rekeys cylinders and padlocks to the master key system; orders locks, padlocks, keys, cylinders, plugs, pins, keys and necessary repair parts; maintains records of and changes student locker combinations; maintains key and master key systems and issues and replaces as necessary.

Painting: Uses brush, roller or spray gun in applying paint, varnish, shellac, enamel lacquer or other protective or decorative finishes to various interior and exterior surfaces, such as wood, metal, glass, plaster, stucco, wall board, brick and cement; scrapes, sands, patches, fills, or in other manner prepares surfaces for painting or repainting; applies under and finishing coats; mixes paints or uses standard pre-mix colors; stencils names and numbers on doors; lays out, paints and installs lettered signs; strips, sands, restains, refinishes and lacquers cabinets and furniture; cuts out and installs lettered signs; erects, rigs, or moves scaffolding and platforms; paints metal desks, file cabinets and chairs; tapes drywall and hangs paper; operates sanders, grinders, compressors, spray machines, sandblasters, scaffolding and platforms; paints metal desks, file cabinets and chairs; tapes drywall and hangs paper; operates sanders, grinders, compressors, spray machines, sandblasters, brushes, rollers, generators and related painting equipment; cleans brushes, tools and other equipment; estimates amount of materials and labor required for painting jobs; orders and picks up paint and related materials; maintains records and prepares required reports.

Heating, Air Conditioning, and Ventilation: Maintains computer controlled energy management systems. Repairs, services and maintains heating and ventilating equipment, such as boilers, hot water and gas heaters, circulating and sump pumps, air compressors, electric motors, exhaust and circulating fans and other related equipment; welds, and plumbs as necessary; repairs, services and maintains refrigeration and air conditioning equipment; replaces worn parts, such as belts, expansion valves and controls; interprets

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plans and specifications; maintains records of work performed and materials used; submits required reports; maintains necessary inventory of parts and supplies and requisitions materials as needed.

Audiovisual Equipment Support: Maintains, repairs, inspects audiovisual related equipment such as still motion picture and filmstrip projectors, both silent and sound; services and repairs television receivers, radios, radio-phonographs, tape recorders, microphones, headsets, microfiche readers, video cameras, video tape recorders and players, television sets, Dictaphone and sound systems, and other related audiovisual equipment; uses volt meters, multimeters, resistance capacitance bridges, peak-to-peak wave meters, transistor testers, D.C. analogs, digital circuit testers; oscilloscopes, and other test equipment required in performing repairs; maintains necessary inventory of parts and supplies and requisitions materials as needed

Physical Demands and Working Conditions:

Strength: Heavy Work – Lifting, carrying, pushing or pulling 100 pounds maximum with frequent lifting and/or carrying of objects weighing up to 50 pounds. Will be required to use a variety of chemicals on a daily basis. May be required to wear boots, glasses, respirator, protective suit, gloves and back support. Incumbent must be in good physical condition and must take a physical examination at the District's expense. Frequent reaching, handling, repetitive fine motor activities, talking and hearing. Vision: Frequent near acuity and occasional far acuity. Mobility to work within school campuses, office buildings, grounds settings and use standard operations equipment. Vision to read printed materials, computer/device screens or other monitoring devices. Hearing and speech to communicate in person or over the telephone and related technology.

Environmental Conditions:

Climate controlled school setting with temperatures ranging from mild, moderate, and severe cold/heat. Occasional work on surrounding campus grounds under the usual and customary seasonal weather conditions. Exposure to noise levels ranging from moderate to loud and occasional to frequent time periods. Hazards: Furniture, playground/office equipment, operational machinery, tools, communicable diseases, chemicals (as related to specific assignment), and machinery (as related to specific assignment).

Salary Range:	Refer to current CESA Salary Schedule (Plus employer paid benefits and retirement)
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When applying for a position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

Notice of Non-Discrimination: The Carson City School District does not discriminate against any person on the basis of race, color, national origin, sex, disability, age, or on any other basis protected by state or federal law, and it provides equal access to the Boy Scouts of America and other designated youth groups. The following person has been designated to handle inquiries regarding the District's non-discrimination policies: Title IX and 504 Coordinator, 1402 W. King Street, Carson City, NV 89703, (775) 283-2130.