

BELLINGHAM PUBLIC SCHOOLS
Bellingham, Washington

JOB DESCRIPTION

POSITION: MAINTENANCE SPECIALIST: EQUIPMENT REPAIR

REPORTS TO: Buildings and Grounds Manager

POSITION SUMMARY:

Performs specific duties in the District's maintenance and repair operations under the direction of the Buildings and Grounds Manager, or designee.

RESPONSIBILITIES:

1. Perform necessary repairs, alterations, improvements and maintenance to all maintenance-related vehicles and equipment, as assigned.
2. Estimate cost of repair projects in terms of labor, materials, and overhead.
3. Coordinate work activities with other tradesmen as required to complete jobs in a safe, efficient, and cost-effective manner.
4. Examine district-owned equipment on a regular basis and perform needed preventive maintenance.
5. Review codes and regulations for applicability to work assignments.
6. Recommend supplies and equipment for purchase, and maintain a written inventory of district-owned tools, equipment, and supplies.
7. Supervise the work of a helper, when applicable.
8. Maintain confidentiality.
9. Perform other tasks and assume other responsibilities as assigned by the Buildings and Grounds Manager, or designee.

QUALIFICATIONS:

1. High School diploma or GED.
2. Must have at least six (6) years of verifiable experience in maintenance and repair of small engines, mowers, edgers, pumps, kerosene heaters, pressure washers, and other groundskeeping and maintenance-related equipment. Two (2) of these years may be satisfied by completion of an approved training program in the aforementioned disciplines.
3. Must be able to accept direction from the Manager of Buildings and Grounds and be able to perform assigned duties with no direct supervision.
4. Must possess a valid Washington State driver's license.

QUALIFICATIONS: (Continued)

5. Has, in the judgment of the administration, the ability to:
 - a. understand, interpret, and apply departmental procedures and directives; and
 - b. work with peers, the general public, and District staff in an appropriate manner.
6. Ability to give and follow oral and written instructions.
7. Demonstrated ability to plan and execute assigned work without direct supervision.
8. Demonstrated aptitude and competence for assigned responsibilities.
9. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

PHYSICAL REQUIREMENTS:

1. Ability to move, lift, shove, pull, push, and carry objects weighing up to 70 pounds using proper lifting techniques, hand trucks, and dollies.
2. Sufficient manual dexterity to work with power tools, common hand tools, and small parts and components in the assembly and disassembly of equipment.
3. Sufficient physical dexterity and flexibility to work in confined spaces such as tunnels, above ceilings, unfinished attic spaces and crawl spaces.
4. Ability to work in a standing position for a prolonged period of time.
5. Climb/work on ladders up to 10 feet high while performing job duties.
6. Work while on scaffold or mechanical hoists up to 40 feet high while performing job duties.
7. Ability to stand, sit, crouch, and kneel as required by job duties.
9. Ability to work with and around loud power equipment.
10. Ability to work outdoors in all weather and temperature conditions.