

BELLINGHAM PUBLIC SCHOOLS
Bellingham, Washington

JOB DESCRIPTION

POSITION: MAINTENANCE SPECIALIST: UTILITY

REPORTS TO: Buildings and Grounds Manager

POSITION SUMMARY:

Under the direction of the Buildings and Grounds Manager, or designee, assist in the maintenance and/or repair of school district grounds and equipment.

RESPONSIBILITIES:

1. Join, fabricate, and repair metal and other weldable material by applying appropriate welding techniques.
2. Coordinate work activities with other tradesmen as required to complete the work in a safe, efficient, and cost effective manner.
3. Examine District-owned facilities on a regular basis for purposes of evaluating and performing preventive maintenance procedures.
4. Review appropriate codes and regulations for applicability to work assignments.
5. Estimate cost of repair projects in terms of labor, materials, and overhead.
6. Recommend supplies and equipment for purchase and maintain a written inventory of District-owned tools, equipment, and supplies.
7. Participate in all aspects of grounds maintenance as directed by the Buildings and Grounds Manager, or designee.
8. Coordinate and participate in:
 - a. maintenance of playground equipment to provide safe play areas;
 - b. inspection of all playground equipment annually for defects and/or wear; and
 - c. installation of playground equipment.
9. Operate snow removal and sanding equipment.
10. Coordinate and participate in the moving and storage and maintenance and repair of:
 - a. grounds equipment (mowers, edgers, tractors, etc.);
 - b. athletic equipment (basketball hoops, backstops, goal posts, weight equipment, bleachers, gymnastics equipment, etc.); and
 - c. tables, chairs, carts, etc.
11. Operate snow removal and sanding equipment.

RESPONSIBILITIES: (Continued)

12. Participate in the safety program for district grounds employees.
13. Work with staff, students, parents, and the general public in a professional and appropriate manner.
14. Maintain confidentiality.
15. Perform other tasks and assume responsibilities as assigned by the Buildings and Grounds Manager, or designee.

QUALIFICATIONS:

1. High school diploma or equivalent (GED).
2. Previous work experience and/or training in welding to a level of competence required for completion of district welding.
3. Previous work experience and/or training in custodial services, building trades, maintenance, and horticulture.
4. 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.
5. Ability to give and to follow oral and written instructions.
6. Demonstrated ability to plan and execute assigned work without direct supervision.
7. Valid Washington State driver's license.
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.

PHYSICAL REQUIREMENTS: (Continued)

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.
8. Ability to work with and around loud power equipment.
9. Ability to work outdoors in all weather and temperature conditions.

4/25/05

h:\persoffc\jobdesc\seiu\maint\maint spec - utility.doc