



PURPOSE:

- The Maintenance II provides the students and staff with an attractive and safe environment in which to learn and teach by repairing and maintaining district facilities, equipment and grounds.

REPORTS TO:

- Site Administrator/Maintenance Supervisor

QUALIFICATIONS:

- High school diploma or equivalent.
- Maintain a valid Oregon Driver's License and personal transportation.
- The ability to maintain and repair building infrastructure, including but not limited to boilers, painting, carpentry, HVAC, electrical, plumbing Etc.
- Documented training in building maintenance such as electrical, plumbing, boilers, painting, carpentry and HVAC, or:
- Documented training in grounds care, such as sprinklers, mowing, trimming, etc.
- Ability to read instructions and write reports.
- Able to work flexible schedule including nights and weekends.
- Pass required criminal background check.

ESSENTIAL FUNCTIONS:

- Repair and maintain all district facilities, equipment and grounds.
- Maintain satisfactory attendance and punctuality.
- Ability to work cooperatively with staff, students and the public.
- React to change productively and handle other tasks as assigned.
- Appropriately operate all equipment as required.
- Strong work ethic.
- Support the philosophy and mission of School District 9.
- Work effectively and efficiently without direct supervision.
- Good communication, organization and computer skills.

PHYSICAL REQUIREMENTS:

- Requires stooping, bending, reaching, lifting, carrying objects and climbing ladders.
- Must work indoors and outdoors year-round during all types of weather.
- Must be able to work in noisy and crowded environments.
- See [physical requirements](#).

GENERAL RESPONSIBILITIES

- Operate all district maintenance equipment.
- Efficiently complete all tasks assigned.
- Performs thorough maintenance on equipment district wide.
- Coordinate with other staff to complete projects and work orders efficiently.
- Report and repair all safety hazards.
- Fill in for Plant Engineers when needed.
- Comply with all laws and procedures for the storage and disposal of all hazardous and non-hazardous wastes.
- Plan, order and cost all necessary materials for jobs.
- Assist in preparing for district wide activities and other functions.
- Assist district wide staff in their various needs.
- Perform district wide repairs and adjustments to building fixtures and equipment.
- Respect confidential information.
- See that district policies are observed at all times.
- Stay focused on task.
- Keep abreast of new information, innovative ideas and techniques.
- Achieves and maintains proficient levels of performance, as described in the district and school



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evaluation policies and procedures and as communicated by the administration.

- Develops and maintains positive, appropriate professional relationships with students and reorganizes necessary boundaries in interacting with students.
- Models personal behaviors of honesty, fairness, courtesy, consideration and good citizenship.
- Establishes and maintains harmonious relationships with students, fellow employees and the general public by reflecting positively on the profession.
- Uses computer technology for specified program tasks and for use with students as needed for instruction or communication.
- Responds in a cooperative and positive manner to supervision and direction.
- Achieves professional growth as directed by the district through consultation with district support staff, attendance at building and district in-service meetings and approved workshops and classes.
- Maintains all licenses and requirements needed to maintain your professional standing and the requirements to complete all assigned reports.
- Performs other duties as assigned by the Maintenance Supervisor or site administrator.

RATE OF PAY: According to Classified Salary Schedule

This position description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein.

Employee Signature: _____ Date _____

Board Adopted: August 14, 2013