



Job Title: **Maintenance Specialist Level 1**

Department: **Maintenance Services**

Supervisor: **Maintenance Services Coordinator**

Lane Placement: **ESP Lane 11**

Schedule: **8 hrs / 245 days**      Evaluation Group: **JCES 6**

FLSA Classification: **Non - Exempt**

## **JOB DESCRIPTION**

Under the supervision of the Maintenance Services Coordinator, the Maintenance Specialist assists with the development and the maintaining of standards for maintenance services within the District. The Specialist is responsible for maintenance contracts and services throughout the District, including snow removal, weed control, asphalt repairs and all other contracted services involving maintenance services. The Specialist orders materials needed to complete work assignments and schedules and inspects the work assigned to contractors and vendors. Coordinates work assignments with supervisors, maintenance and custodial personnel and school administrators. **The Maintenance Specialist is on call 24/7 for all maintenance emergencies.**

## **ESSENTIAL FUNCTIONS**

- Plans, directs, organizes, and controls the work time behavior of assigned trade and contracted labor personnel.
- Orders materials as needed to complete assigned tasks.
- Works closely with the Maintenance Coordinator to develop and maintain standards and practices for maintenance services.
- Oversees assigned tasks completed to district standards in a professional manner.
- Coordinates with other trades to see that projects are finalized.
- Assists Maintenance and other Facilities Coordinators with estimates of project applications and costs as requested.
- Performs work that is more complex or overflow work that subordinates are unable to complete.
- Provides support services to other maintenance areas as needed.
- Resolves personnel problems in conjunction with assigned coordinator and district policy.
- Provides input concerning equipment purchases and the budget.
- Acts as a role model and example to co-workers and other District and contracted personnel.
- Ability to communicate effectively, with diplomacy, professionalism and tact.
- Drives a maintenance vehicle for transportation to work sites.
- Maintains and repairs district tools and equipment.
- Ensures that all safety practices and guidelines are followed by assigned personnel.
- Operates equipment associated with assigned trade areas.
- Works in varied weather conditions.
- Shift work may be required.
- Carries district cell phone 24/7 for emergency response.
- Responds to maintenance emergencies.
- Required to attend all scheduled training and departmental meetings.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

### **NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

- Requires high school diploma, GED or equivalent as reviewed by the department of human resources. Verification may be requested.
- Must complete a formal accredited apprenticeship program, or equivalent 4-year program as needed for a specific trade. In certain cases, trade experience can be used in place of formal training.
- Requires a minimum of 5 years job related journeyman level commercial work experience with demonstrated competence in a specific trade area.
- Must be willing to obtain and maintain necessary certifications.
- Must keep up-to-date on changes with Federal and State agencies (e.g. OSHA, Risk Management, Division of Air Quality and the Board of Health, S.D.S safety procedures) in order to assure the District's compliance with these laws.
- Must have current Utah Driver's License.
- Must demonstrate competence in reading, writing, and math.
- Requires basic computer skills and Microsoft Office proficiency.
- Requires supervisory skills and the ability to write and communicate clearly.
- Requires excellent interpersonal and communication skills.
- Must demonstrate knowledge of SDS safety procedures.

**NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.**

### **Machines, Tools & Equipment Used:**

- Uses various trade specific tools, equipment, and machinery.

### **PHYSICAL REQUIREMENTS---Not limited to the following:**

- Work requires physical exertion (e.g. lifting equipment and materials, climbing, working in high places and/or awkward positions).
- May use some solvents or acids that are potentially hazardous.
- Will involve outdoor work in all weather conditions.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of fifty (50) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

**Note:** *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*

All employees are required to participate in the District evaluation process.  
It is the employee's responsibility to review and adhere to all district policies and procedures.  
This information may be reviewed at [www.canyonsdistrict.org](http://www.canyonsdistrict.org)

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Effective date: 6/9/2020