



**JOB DESCRIPTION**

<b>Job Title</b>	Maintenance I – Woodshop
<b>Department</b>	Buildings & Grounds
<b>Reports To</b>	Director of Buildings & Grounds
<b>Classification</b>	Buildings & Grounds
<b>Location</b>	Service Center
<b>Salary</b>	On Schedule
<b>Length of Contract</b>	12 Months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

**Job Summary**

The Maintenance I, Woodshop performs general duties on a daily basis supporting all aspects of the work performed by the District Buildings & Grounds Department as it may pertain to the operation and maintenance of District facilities and grounds. Work includes woodworking fabrication, general maintenance of District equipment, and operation of District grounds equipment.

**Essential Job Functions**

- Constructs and installs cabinets and countertops.
- Performs light construction and building repairs.
- Maintains cleanliness and safety of sidewalks and parking lots; including salting, sanding, and plows and removes snow/ice during the winter months
- Operates all grounds equipment.
- Installs signage, posts, and repairs fencing.
- May research and obtain pricing estimates on equipment and supplies.
- Order and purchase supplies and equipment as directed.
- Assists in repairs on playground equipment.
- Assists other maintenance/custodial employees as needed.

**Ancillary Job Functions**

- Fills in for lead custodians in their absence.
- Troubleshoot mechanical issues and perform maintenance on equipment as needed.
- Wash and clean District equipment and trucks.
- May perform duties related to Garbage Hauling and Lunch Route/Mail delivery positions.
- Performs other related duties as assigned.

**Required Qualifications** – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- High school diploma or GED.
- Must maintain a valid driver’s license.



- Must maintain a valid CDL.
- Forklift training, areal lift, and respirator certificate.
- Must be able to read and interpret blueprints.
- Must have knowledge of woodworking techniques and tools.
- Must be able operate commercial woodworking equipment.
- Knowledge and ability to perform light construction.

**Preferred Qualifications** – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Mechanical Aptitude
- Demonstrated computer skills

**Knowledge, Skills, and Abilities** – May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability to operate and repair trucks, cars, mowers, tractors, and other necessary equipment.
- Ability to work independently without direct supervision.
- Ability to interact with staff, co-workers, and the public in a friendly, service-oriented manner.
- Ability to keep accurate records.
- Demonstrates an understanding and use of equitable and culturally responsive practices.
- Ability to serve as a positive role model for students, demonstrating responsible and thoughtful behavior.

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- May be required to work in confined spaces, hazardous traffic conditions, or high/dangerous places.
- May be exposed to wet/humid conditions, inclement outdoor weather conditions, vibration, oils, fumes/airborne particles, moving mechanical parts, risk of electrical shock, loud noise levels, or potentially hazardous or cancer-causing agents /chemicals.
- Requires standing/walking on hard surfaces.
- Requires routine lifting up to 75 pounds.

**Physical Requirements** – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be able to talk, hear, feel attributes of objects, grasp, push, stand/walk, drive, reach, stoop/kneel/crouch, climb/balance/ operate mechanical equipment, and move up and down from/to sitting position on the floor.
- May be required to have repetitive wrist/hand/finger movement to operate necessary equipment.
- Must have clarity of vision, three-dimensional vision, precise hand-eye coordination, and ability to identify and distinguish colors.
- May be required to lift up to 100 pounds.



- The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 4122.01 throughout his/her employment in the District.