

GENERAL MAINTENANCE CRAFTSMAN II

GENERAL RESPONSIBILITIES

Perform intermediate skilled work which can include; maintenance, repair, modification, installation and construction, on one or more of the following maintenance crews: carpet and tile, filters, furniture, glass, locks, masonry, plasterer-painter, roofing and shades and blinds.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Manage the maintenance requirements of assigned schools/facilities in a geographic zone through work orders, preventative maintenance requirements, emergency calls, etc.
- Evaluate and estimate work layouts and the time and materials necessary to complete the task.
- Read and interpret blueprints, plans, specifications and drawings to determine job requirements.
- Operate work truck and supervise accompanying personnel.
- Handle two-way communication with dispatch, other craftsman, supervisor and administrative staff.
- Communicate and coordinate work with other shop crews as necessary.
- Collaborate with school personnel regarding job requests and outcomes.
- Train and evaluate job performance of shop personnel.
- Operate tools and equipment associated with the trade, as well as preparing them for tasks.
- Maintain accurate work order records and parts inventory.
- Maintain clean, safe and orderly work space.
- Evaluate equipment and initiates Inventory Control Form. Procure parts and services with vendors.
- Perform related work as required.

DUTIES ASSIGNED TO SPECIFIC JOB FUNCTIONS

Carpet/Tile Craftsman II

- Remove/replace all types of flooring systems.
- Perform large scale carpet installations using the direct glue down method.
- Perform complete floor overlays and reconstructions.
- Repair stair treads/surfaces.
- Repair carpet, vinyl, granwood, terrazzo and quarry tile surfaces.

Filters Craftsman II

- Replace filters in HVAC equipment in school buildings and facilities.
- Install filters in designated zone.
- Report cleanliness/material condition problems to supervisor.

Furniture Craftsman II

- Repair all furniture used in a school setting.
- Break down and set up of modular office systems.
- Fabricate parts as needed.
- Pickup and delivery of furniture.
- Apply stains, polyurethane and various enamels.
- Maintain orderly work space.

Glass Craftsman II

- Repair and maintain the following; windows, marquees, flag poles and window screens.
- Design and make signs for schools and equipment.
- Respond to emergency calls.
- Operate computerized signage equipment and software.

Locks Craftsman II

- Cut and duplicate keys, create key impressions.
- Research key codes and code appropriate keys.
- Rekey lock cylinders.
- Use appropriate tools to enter locks.
- Repair various locking systems.
- Design key control systems for major facilities.
- Install and repair panic devices.

Masonry Craftsman II

- Perform structural inspections.
- Maintain inventory of obsolete materials.
- Perform repairs of brick, block and stone.
- Cut custom masonry materials.
- Concrete repair.
- Clean and maintain motorized masonry equipment.
- Seal masonry walls against water and pests.
- Repair and maintain tools and equipment.
- Build and modify walls and structures as required.

- Build and/or repair masonry ramps, steps, porches and walls.
- Install door frames and hardware in masonry walls.
- Operate equipment such as a personnel lift, forklift, air ladders, pressure washer, bucket truck and other specialized equipment.

Roofing Craftsman II

- Evaluate conditions of existing roof systems.
- Repair leaks on all types of roofing systems.
- Form, install and repair gutters and downspouts.
- Install rooftop power vents and pitch pockets for mechanical equipment.
- Bend and form sheet metal.
- Operate equipment such as a tar kettle, lift ladders, pressure washer, bucket truck and other specialized equipment.

Shades and Blinds Craftsman II

- Manufacture and install window shades.
- Install and repair projection screens.
- Repair and install maps.
- Repair various window treatments.
- Repair stage curtains.
- Reupholster gym equipment.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the common practices, tools, terminology and safety precautions of a trade; general knowledge of the use and characteristics of common building materials; ability to use and operate tools and machinery associate with trade; ability to follow oral and written instructions; ability to estimate material and time required for various jobs; ability to interpret technical documents, drawings, blueprints, etc.; ability to establish and maintain effective working relationships with associates.

EDUCATION AND EXPERIENCE

High School Diploma/GED or completion of a vocational course. Minimum of five years experience in the trade.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling. Ability to lift 100 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.