

### **GENERAL MAINTENANCE CRAFTSMAN III**

#### **GENERAL RESPONSIBILITIES**

Perform difficult 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.)

- Evaluate projects, determine feasibility and scope of work and estimates material and personnel requirements.
- Assist supervisor in leadership and management functions in the shop.
- Inspect work performed by contractors as well as internal staff; evaluate and make recommendations to supervisor.
- Manage the maintenance requirements of assigned schools/facilities in a geographic zone through work orders, preventative maintenance requirements, emergency calls, etc.
- Read and interpret blueprints, plans, specifications and drawings to determine job requirements.
- Assist in writing and reviewing plans and specifications.
- Assist in the preparation of the yearly budget.
- 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.
- Coordinate warranty repairs.
- Perform related work as required.

## **DUTIES ASSIGNED TO SPECIFIC JOB FUNCTIONS**

### **Carpet/Tile Craftsman III**

- 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 III**

- Install filters in HVAC equipment in school buildings and facilities.
- Point of contact with filter supply company and clerical staff.
- Oversee operations of filter changing during day shift.

### **Furniture Craftsman III**

- Repair all furniture used in a school setting.
- Fabricate parts as needed.
- Apply stains and polyurethane.
- Spray paint various enamels.
- Operate furniture shop and storage area.

### **Glass Craftsman III**

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

### **Locks Craftsman III**

- Cut and duplicate keys, create key impressions.
- Research key codes and code appropriate keys.
- Rekey lock cylinders.
- Use appropriate tools to enter locks.
- Repair level locks, knob locks, mortise locks and deadbolts.
- Repair cam locks, plunger locks and school lockers.
- Design key control systems for major facilities.
- Install and repair panic devices.
- Perform highly technical locksmith duties.

### **Masonry Craftsman III**

- 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 III**

- Operate a roofing/sheet metal shop.
- Evaluate and record 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 III**

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

**KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of the common practices, tools, terminology and safety precautions of a trade; some knowledge of the use and characteristics of common building materials; ability to use and operate tools and machinery associate with trade; thorough knowledge of hazards and safe precautions associated with the trade; ability to plan, organize and successfully complete multiple, unrelated simultaneous projects; ability to provide and follow oral and written instructions; demonstrate leadership and organizational skills; 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 seven 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 70 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.

FLSA status: Non-exempt	Description: Rev. 6/07
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