

# CENTRAL LINN SCHOOL DISTRICT

# POSITION DESCRIPTION

## TITLE: MAINTENANCE

**Reports To:** Superintendent

### **Position Summary:**

This position is responsible for maintenance of facilities including: painting, maintaining HVAC units, small construction projects and repairs, required inspections, and other duties as assigned. This role is highly collaborative, requiring close coordination with district staff, administrators, and outside contractors to ensure safe, functional, and well-maintained facilities. By providing a high-quality physical environment, this position directly supports student success and district operations, ensuring that the school infrastructure remains conducive to effective teaching and learning.

### **Essential Functions:**

- Collaborate actively with the District administrative team to evaluate, schedule, and prioritize short- and long-term facility needs, safety upgrades, and infrastructure repairs across all district properties.
- Support the comprehensive implementation, monitoring, and updating of short- and long-range facility maintenance plans to ensure operational efficiency, asset preservation, and fiscal responsibility.
- Conduct routine and thorough inspections of all school buildings, grounds, and physical infrastructure to identify ongoing maintenance needs, potential hazards, and necessary custodial support.
- Actively participate in and assist with the district's safety committee meetings, helping to develop, review, and enforce workplace safety protocols, hazard mitigations, and regulatory compliance standards.
- Work with Facility Technicians when necessary to complete projects.

### **Operations & Support**

- Maintain inventory of equipment and materials
- Keep accurate records and required documentation
- Support facility setup for school and community events

### **EVALUATION:**

Performance of this job will be evaluated at least annually by the Facilities Supervisor.

### **SALARY INFORMATION**

Pay Scale D of the Central Linn Classified Contract

Range: \$19.72 - \$32.21/hour

**ESSENTIAL PHYSICAL REQUIREMENTS:**

Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements:

- 1. Seldom = Less than 25%
- 2. Occasional = 25-50%

- 3. Often = 51-75%
- 4. Very Frequent = 76% - 100%

- 4 a. Ability to work at a desk, conference table, or in meetings of various configurations.
- 2 b. Ability to stand for extended periods of time up to eight hours a day.
- 4 c. Ability to see for the purpose of reading laws, rules, policies, and other printed matter.
- 4 d. Ability to hear and understand speech at normal levels.
- 4 e. Ability to communicate so others will be able to clearly understand a normal conversation.
- 4 f. Ability to bend and twist, stoop and kneel.
- 4 g. Ability to lift 20 lbs.
- 4 h. Ability to carry 20 lbs.
- 4 i. Ability to reach in all directions.
- 4 j. Ability to operate office equipment.