

## Maintenance - Journeyman

### Purpose Statement

The job of Journeyman - Maintenance is done for the purpose/s of maintaining facilities for students, staff and public in safe operating condition; maintaining a preventive maintenance program; performing skilled maintenance (e.g. plumbing, electrical, ventilating systems, alarms, boilers, etc.) to resolve immediate operational and/or safety concerns.

### Essential Functions

- Coordinates with the Supervisor of Maintenance and other trades for the purpose of completing projects and work orders efficiently.
- Designs systems and/or special requests for items (e.g. hardware packages, key schedules, millwork projects, etc.) for the purpose of meeting various maintenance and facilities needs.
- Directs assigned maintenance support personnel as may be required for the purpose of ensuring work is completed safely and accurately and in a timely manner.
- Inspects facilities, systems and their components for the purpose of ensuring safety and identifying necessary repairs and providing an ongoing program of preventive maintenance.
- Installs system component parts, classroom and office equipment and facility components (e.g. lighting, heating and ventilating systems, alarms, plumbing, security, electrical panels, etc.) for the purpose of maintaining facilities in a safe, comfortable and operating condition.
- Maintains tools and equipment for the purpose of ensuring the availability of items in safe operating condition.
- Performs functions of Maintenance Foreman for the purpose of providing coverage in their absence.
- Prepares documentation (e.g. cost estimates, requisitions, drawings, etc.) for the purpose of providing written support and/or conveying information.
- Repairs various items, systems and/or components requiring skills of maintenance trades (e.g. electrical, plumbing, electronics, locksmith, painting, wallboard, safety rails, doors, locks, windows, pumps, toilets, plumbing fixtures, etc.) for the purpose of ensuring that items are available and in safe working condition.
- Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of required items.
- Responds emergency situations for the purpose of resolving immediate safety concerns.
- Transport various items (e.g. tools, equipment, supplies, etc.) for the purpose of ensuring the availability of materials required at job site.

### Other Functions

- Assists other trades' as may be required for the purpose of supporting them in the completion of their work activities.

### Job Requirements

#### Mental Requirements

**Learning Development- Level C** Sufficient to read and write technical instruction, understand standardized methods, operate specialized and varied equipment, perform standard mathematical applications. Learning development involves the equivalent of some technical or vocational training beyond high school, often resulting in a certification.

**Problem Solving - Level 2** Work situations require consideration and interpretation of circumstances or information to choose the most effective responses. Solutions may be somewhat technical, yet are relatively straightforward, obvious and well-defined once problems are understood. Responses come from the realm of prior learning and experiences.

#### Physical Requirements

**Physical Skill - Level B** Some learned physical skill is required. Certain coordinated finger, limb, or body movements must be performed in the course of regular work routines. These can usually be learned and competency developed on the job over a relatively short period of time.

**Physical Effort - Level 2** Job requires light physical effort as a part of regular work routine, such as frequent standing and walking; frequent lifting, guiding, and/or carrying of light-weight materials or equipment; occasional periods of sustained effort.

#### Social Requirements

**Human Relations Skill- Level A** Job requires ordinary conversational skills and courtesy to exchange Routine information, provide routine assistance, and/or help maintain harmony among work associates.

**Scope of Contacts - Level 1** The important job contacts are with peers in the immediate work group and immediate supervisor. Occasional contact with individuals outside the organization may occur.

#### Work Environment

**Performance Environment - Level A** Changes in environments, work pressure, disturbances of work flow, and irregularities in work schedule are infrequent.

**Physical Working Conditions - Level 4** Extensive and continuous exposure to hazardous conditions. Dangerous work situations. High likelihood of serious injury or illness if proper precautions are not taken. highly undesirable assignments.

**Accountability**

**Level of Accountability -Level B** Responsible for producing journey-level work output on an independent basis subject to supervisory direction and review.

**Organizational Impact - Level 2** Work results impact the accuracy, reliability, and acceptability of further results beyond the immediate work section. work results are noticeable and represent a portion of, or support product or service received by the customer or general public.

**Experience, Education, and Certifications**

**Experience:** Job related experience is required

**Education:** High school diploma or equivalent.

**Certifications/Clearances:** Must possess a valid Arizona DPS Level One IVP Fingerprint Clearance Card while employed. Valid Driver's License & Evidence of Insurability. EPA Certified

**Compensation Details**

FLSA Status: Non Exempt

Pay Schedule: Hourly - Grade 118

Work Calendar: Support 12 Months Long