

# **NYE COUNTY SCHOOL DISTRICT – Human Resources Department**

## **Skilled Maintenance Worker #2**

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**FLSA Status:** NON-EXEMPT

**Classification:** Classified

**Terms of Employment:** 12 month position, 260 days, eight (8) hours per day.

**JOB GOAL:** Under general direction of the Supervisor of Maintenance & Operations perform skilled and semi-skilled maintenance repairs of district's site facilities and grounds; performs semi-skilled and skilled functions in the basic building construction trades; performs other work as assigned.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented with other duties as assigned by the Supervisor.

1. Performs skilled and semi-skilled maintenance repairs and construction work in all of the building trades.
2. Performs carpentry, painting, plumbing, heating, air conditioning, electrical, tile/carpet flooring, ceiling tile and dry wall.
3. Performs masonry, glazing, welding work, and other construction trades.
4. May load and transport equipment, make minor adjustments, and keep equipment in good running order.
5. Evaluates job request for labor and material cost.
6. Ability to create shop drawings and sketches and work from blue prints.
7. Recognizes and reports hazards, and conforms to safety standards as prescribed.
8. Recognizes and notifies administrators of unauthorized persons on campus, and /or of issues that require immediate attention.
9. Familiar with district and site emergency/crisis response procedures, plans and drills (e.g. fire drills, bomb threats, lock-downs, etc.).
10. Performs other duties as requested or assigned by supervisor.

### **POSITION EXPECTATIONS**

#### **Knowledge, Skills and Abilities:**

1. Ability to recognize and report hazards and apply safe work methods.
2. Knowledge of Universal Precautions.
3. Knowledge of standards, methods, techniques, material, tools and equipment used in maintenance repairs, construction trades, and work
4. Knowledge of safe working methods and procedures
5. Ability to read and interpret construction drawings and specifications
6. Ability to create shop drawings and sketches and work from blueprints
7. Understands and carry out oral and written directions
8. Establishes and maintain cooperative working relationships
9. Knowledge of computer skills to access and operate video monitoring systems within NCSD.
10. Knowledge of ILS lighting systems, including ability to access, operate, modify and program systems used within NCSD.
11. Ability to obtain skills to access and operate building control systems as used by NCSD.

### **POSITION REQUIREMENTS**

#### **Education, Training, and Experience:**

1. High School Diploma or equivalent
2. Five years' experience as a maintenance worker or past experience in one or more of the basic construction trades.

#### **Licenses and Certifications:**

1. Valid Nevada Driver License
2. Have or ability to obtain CDL with "P" & "S" endorsement

#### **Screening and Compliance:**

1. Ability to pass State and Federal criminal background check

2. NCSD CDL Pre-Employment Drug and Alcohol Testing Program
3. Good driving record – must qualify for the District's vehicle insurance coverage.

**WORK ENVIRONMENT:**

**Strength:** Moderate to heavy physical labor, including lifting, ability to exert force 15 to 50 lbs. frequently, and moving loads 100 lbs. or more, occasionally heavy amount of force to lift, carry, push, pull or move objects.

**Physical Demands:** Frequent reaching, handling, lifting. Requires mobility to work indoors and outdoors with hand and power tools, as well as maintenance/landscaping equipment. Requires stamina to perform manual labor in extreme weather conditions.

**Vision:** Frequent near acuity to read printed materials, instructions, VDT screens and/or other monitoring devices.

**Environmental Conditions:** Indoor and outdoor environment, possible extreme cold or heat, all weather and climate conditions, exposure to low/moderate noise intensity levels frequently with occasional to frequent high intensity levels.

**Hazards:** Furniture, playground/office equipment, communicable diseases, district vehicle, possible heavy lifting, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).


**Working Conditions:** Equipment and tools as necessary to carry out functions of position description.

**Equal Opportunity Employer**

Nye County School District is an Equal Opportunity Employer. Nye County School District does not sanction or tolerate discrimination in any form on the basis of race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard.

**Americans with Disabilities Act**

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Candidates are encouraged to discuss potential accommodations with the Department of Human Resources.

Approved by:   
Superintendent

5/30/17  
Date

**Acknowledgment**

I have read and understand the requirements of my job.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Administrator/Human Resources Name: \_\_\_\_\_

Administrator/Human Resources Signature: \_\_\_\_\_

Date: \_\_\_\_\_