



### **GENERAL MAINTENANCE CRAFTSMAN III**

#### **GENERAL RESPONSIBILITIES**

Perform advanced skilled work which can include; maintenance, repair, modification, installation and construction, on one or more of the following maintenance crews: carpet and tile, filters, door fabrication, , glass, locks, masonry, , roofing, shades and blinds, and sign fabrication.

#### **ESSENTIAL FUNCTIONS**

(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, scope of work, estimates material, and personnel requirements.
- Assist supervisor in leadership and management functions in the shop.
- Inspect work performed by contractors and 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 specifications and reviewing plans.
- Assist in the preparation of the annual budget.
- Operate work truck and supervise accompanying personnel.
- Manage communication with dispatch, other craftsmen, supervisor, and administrative staff.
- Communicate and coordinate work with other trades, as necessary.
- Collaborate with school personnel regarding job requests and outcomes.
- Train and assess job performance of shop personnel.
- Operate tools and equipment associated with the trade.
- Maintain accurate work order records and parts inventory.
- Maintain a clean, safe, and organized workspace.
- Evaluate equipment and building systems.
- Procure parts and services with vendors.
- Coordinate warranty repairs.
- Perform related work as required.

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

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

- Repair and replace various flooring systems such as, carpet, vinyl, VCT, linoleum, and ceramic tile.
- Maintain inventory of flooring materials.
- Perform large scale carpet installations using the direct glue down method.
- Perform complete floor overlays and reconstructions.
- Repair and replace stair treads and vinyl cove base.
- Repair and replace ceramic wall tiles.
- Repair terrazzo floors 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 night shift.
- Coordinate with supervisor anytime new HVAC equipment is installed to ensure proper filter orders are maintained.
- Perform related work as required.



### **Door Fabrication Craftsman III**

- Replace and fabricate frames and doors.
- Repair damaged frames and doors which may require welding.
- Install door windows and louvers.
- Maintain inventory of door fabrication materials.
- Respond to emergency calls

### **Door and Glass Craftsman III**

- Repair and replace overhead doors, security gates, rollup fire doors, and partition walls.
- Respond to emergency calls.
- Adjust and replace door closers, thresholds, and hinges.
- Repair and replace door weather stripping, sweeps, and kick plates.
- Repair and replace window arms, screens, frames, gaskets, and weather stripping.
- Install window tint.
- Repair and replace flagpole hardware.
- Repair sign marquees.
- Maintain inventory of door and glass materials.

### **Locks Craftsman III**

- Cut and duplicate keys.
- Create key impressions.
- Research key codes and code appropriate keys.
- Maintain the security of the master record system of locks & 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 masonry materials.
- Perform repairs of brick, block and stone.
- Cut custom masonry materials.
- Concrete repair.
- Clean and maintain tools and equipment.
- Seal masonry walls against water and pests.
- Build and modify walls and structures as required.
- Build and 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**

- 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 III**

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

### **Sign Fabrication Craftsman III**

- Design, fabricate, and install signs for schools and equipment.
- Operate computerized signage equipment and software.
- General knowledge of ADA requirements regarding signage.
- Maintain inventory of signage materials.
- Maintain equipment and computers.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of the common practices, tools, terminology and safety precautions of a trade; 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. Proficient in the use of computers and job-related software.

### **EDUCATION AND EXPERIENCE**

#### **Required:**

High School Diploma, GED, or completion of a vocational program.  
Minimum seven (7) years of experience in the trade.

#### **Preferred:**

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

### **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent walking, standing, bending, stooping, crouching, climbing, grasping, fingering, repetitive motion, reaching, and driving. Occasional sitting, balancing, kneeling, and crawling Work involves moderate exposure to unusual elements such as extreme temperatures, dirt,



fumes, gases, unpleasant odors, extreme vibrations, hazards such as moving vehicles, electric current, moving mechanical parts, etc. and/or loud noises. Ability to lift up to 50 pounds frequently and over 50 pounds occasionally. Requires timely and regular adherence to established work schedules.

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

**SPECIAL REQUIREMENTS**

Possession of a valid driver's license.

Regular and reliable attendance is an essential function of this position.

FLSA Status: Non-Exempt	Description: 12/19, 7/20
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