



Bullitt County Public Schools

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Shepherdsville, Kentucky 40165

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TO: Dr. Jesse Bacon, Superintendent *JB*
Adrienne Usher, Assistant Superintendent

FROM: Althea Hurt, Director of Human Resources *AH*

DATE: March 7, 2022

RE: Item for March Board Meeting - Maintenance Worker III Job Description

Dr. Tom Brillhart, Chief Operations Officer, requests approval for the Maintenance Worker III job description. KRS 318.010 defines maintenance man as "a person employed to maintain and keep plumbing in good repair." This regulation, interpreted by Benjamin Siegel, General Counsel of the Department of Housing, Buildings & Construction licensing agency, allows school maintenance staff to perform work that would not require more substantive plumbing work or licensure. The justification for this new job description is due to the struggle to hire a licensed plumber or one with journeyman's experience. The pay will match the "Unlicensed Plumber" pay and will be added to the salary table.

Attachments: Memo from Dr. Brillhart



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3/2/22

Mrs. Althea Hurt

RE: Modification to Job Description

Dear Mrs Hurt,

I am requesting an update to the Maintenance Technician III-Plumber position.

I am requesting the title be changed to match the payscale: Maintenance Worker III and strike "Plumber". We in turn will need to update the payscale and strike "Non-Licensed Plumber" when appropriate to do so.

I am also requesting within the Experience portion we add the word "preferred" to indicate our intent to continue to seek applicant with these credentials but not limit ourselves in our efforts.

Please let me know if you have any questions.

Sincerely,

Dr. Tom Brillhart
Chief Operations Officer

CC: Tony Roth

POSITION DESCRIPTION

7443

MAINTENANCE WORKER III

Responsible To: Maintenance Supervisor

Shares Responsibility With: Maintenance Supervisor

Contract Terms: 12 Month Annual Contract

Qualifications:
Certification: High School Diploma or Equivalent

Preferred Experience: Four Years Journey-Level Experience (*Paid on Non-Licensed Plumber Scale*)

Basic Function:

Perform advanced skilled maintenance, repair and construction of district buildings and equipment in one or more craft or trade; lead other Maintenance Technicians as necessary; work independently in advanced trades such as electrical, plumbing, steam fitter, electrical motor repair, welding and engine rebuilding.

Duties:

1. Performs a variety of skilled work in the maintenance and repair of district facilities and equipment; supervises and coordinates the work of assigned staff to accomplish a wide variety of duties related to the building trades.
2. Is regular in attendance and punctual.
3. Reports to the Maintenance Supervisor daily for work assignments and progress reports.
4. Performs various refrigeration, plumbing and heating-related duties; cuts, threads, assembles and lays pipe; assists in the purchase, installation, repair and maintenance of various plumbing, heating and air conditioning fixtures; performs welding and metal fabrication; diagnoses and repairs electronic ignition systems for heaters, furnaces and hot water heaters.
5. Assists in the purchase, installation, maintenance and repair of electrical wiring and fixtures; performs trouble-shooting to repair or replace fans and motors;

- performs repairs to motors, bells, clocks and lighting circuits and to communication and audio-visual equipment.
6. Estimates cost of labor and materials for work orders; obtains competitive prices for equipment and supplies needed by the district.
 7. Performs skilled maintenance and repair on mechanical and electrical equipment; tests and replaces circuits; coordinates emergency repairs and large complex projects; troubleshoots and corrects defective switches, receptacles, ballasts and other wiring; performs routine mechanical and electrical maintenance.
 8. Operates a variety of equipment and machines including saws, drill presses and various hand and power tools to perform repair and maintenance work; maintains tools and equipment in a safe, clean and proper working condition.
 9. Assures compliance with appropriate safety practices and procedures and with applicable federal, state and local codes, regulations and requirements.
 10. Maintains various records related to labor, materials and work orders.
 11. Purchases tools, equipment and materials; operates light trucks to pick up and deliver equipment and supplies.
 12. Maintains cooperative working relationship with Maintenance Supervisor, other maintenance employees and school employees.
 13. Punctual and regular in attendance.
 14. Performs related duties and other maintenance and operation duties as assigned by Maintenance Supervisor.

Knowledge of:

- Trade tools, equipment, materials, methods and techniques used in skilled and general maintenance and repair involving at least one of the following: electrical, heating and air conditioning, locksmithing, plumbing, carpentry, painting, welding or automotive mechanic.
- Appropriate health and safety precautions and procedures.
- Technical aspects of field of specialty.
- Proper methods of storing equipment, materials and supplies.
- Basic record-keeping techniques.
- Requirements of maintaining school buildings in a safe, clean and orderly condition.
- Federal, state and local building codes and regulations.

Ability to:

- Perform a wide variety of skilled journey-level work in the maintenance and repair of district facilities and equipment.
- Prioritize, schedule, assign and review work.
- Train and provide work direction to assigned personnel in the performance of a wide variety of duties related to the building trades.
- Interpret, explain and apply codes, rules and regulations involved in assigned maintenance activities.
- Effectively and safely operate a variety of assigned tools and equipment.
- Interpret blueprints, shop drawings, sketches and work orders to others.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Estimate labor and materials costs.
- Make arithmetic calculations quickly and accurately.
- Work independently with little direction.
- Meet schedules and time lines.
- Maintain routine records.
- Observe legal and defensive driving practices.
- Operate a district vehicle and perform heavy physical labor.
- Lift heavy objects weighing up to seventy (70) pounds.

Licenses & Other Requirements:

- Shall maintain a valid Kentucky drivers license.
- Journeyman Licensure (**Preferred**)
- Shall not accept outside employment or activities which will prevent the fulfillment of regularly assigned duties and obligations or the working of overtime, as required.
- Shall not perform any duties related to an outside job during working hours, including but not limited to, the use and/or possession of not board owned telephones, or radios during working hours.