

## **Hobbs Municipal Schools Job Description**

**Position:** Key/Lock/Door/Window

**Group:** 6

**Supervisor:** Director of Maintenance, Maintenance Supervisor or Designee.

**General Job Description:** To perform work required in the maintenance of all Hobbs Municipal Schools facilities.

**Qualifications:**

1. High School Diploma/GED
2. Good driving record, with appropriate license
3. Training in Locksmithing or three (3) years experience in Locksmithing
4. Welding and carpentry skills for doors and windows
5. Must be able to pass employment verification

**Essential Duties and Responsibilities:**

1. Work cooperatively with colleagues, supervisors, and administrators.
2. Demonstrate ethical behavior.
3. Maintain behavior appropriate to performing and accomplishing assigned duties.
4. Know what to do to successfully complete assigned work.
5. Project an overall concern for personal appearance as it relates to job performance.
6. Carry out assignments and instruction from supervisor(s) in a competent and efficient manner.
7. Perform assignments in such a manner so as not to interrupt the classroom learning environment.
8. Work in a safe manner with personal safety and the safety of others as the number one priority.
9. Help prepare budget for department
10. Help organize and order inventory, equipment, supplies, etc.
11. Help supervise safely those assigned to assist
12. Help keep work area safe and report unsafe conditions to supervisor
13. Install, adjust, repair locking systems, doors, windows, closing devices, hinges, glass, etc.
14. Such welding and carpentry as is needed to perform duties
15. Report any unsafe conditions to the supervisor.
16. Comply with all school board policies and regulations.
17. Perform any other duties as assigned by Director of Maintenance, Maintenance Supervisor or Designee.

**Additional Duties and Responsibilities:**

1. Manual physical labor, lifting, and moving materials, furniture, equipment, and supplies.
2. Maintain assigned uniforms, equipment, tools, and shop area in operable, safe attractive status.
3. Account for supplies, materials, and equipment as required.
4. Maintain facilities security.

**Work Environment:**

The work environment varies greatly in the place of work from solitary work to working in school facilities with large numbers of people. Conditions range from working outside in the extreme heat of the summer, to comfortable building, and shop settings, to working outside in very cold wet temperatures. Some work in wet and unsanitary conditions. Overtime will be assigned on an as needed basis to take care of emergency situations. Must be able to work within various degrees of noise, temperature and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Occasional after hour work may be required. Must be able to work under stressful conditions.

**Physical Requirements:**

1. Physical ability to do manual work for 8 hour per day.
2. Standing, driving, sitting, bending, stooping, kneeling, lifting, climbing ladders. Lifting from floor to mid-thigh maximum of (70) pounds) occasionally. Lifting from mid-thigh to shoulder maximum (60 pounds) occasionally. Lifting from shoulder to overhead ( 40 pounds) occasionally, carrying (70 pounds) maximum occasionally. Work overhead, work in tight areas, work off of ladder, work off of scaffolds, work at floor level (on knees).
2. Hand/eye coordination, normal range of sight.

3. Any lifting that would require more than 50 pounds of dead weight should be done by at least two people if at all possible.

**Safety and Health Requirements:**

1. Blood borne Pathogens Standard Training
2. Proper posture is required to eliminate acute and chronic low back pain.
3. Wear protective devices such as back supports, eye wear, non skid pads on shoes, steel toed shoes, as job conditions demand.
4. Read, understand, and observe all precautions and proper methods of use on all chemicals, equipment, tools, and materials.
5. Complete all required training.
6. Knowledge of universal hygiene precautions.

**Equipment/Material handled:**

Hand tools, equipment, chemicals, and material particular to this trade skill. Work vehicle, material handling equipment, ladders, work platforms, sewer machines, backhoe, trenchers, and tractors.

**Terms of Employment:**

Salary and work year to be established by the Board.