



IN REPLY REFER TO

United States Department of the Interior

BUREAU OF INDIAN AFFAIRS
Office of Indian Education Programs
Human Resources Office
P.O. Box 769
Albuquerque, New Mexico 87103

Memorandum

MAY 17 2006

To: All Education Line Officers
Principals
Program Managers/Supervisors
Business Managers/Technicians

From: BIE Human Resources Officer *Kay Hayes*

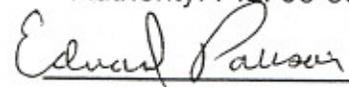
Subject: Excepted Qualification/Job Category Standard 56-01, School Maintenance Worker, 4749

Attached for your immediate use is the Excepted Qualification/Job Category Standard 56-01, School Maintenance Worker, 4749, approved in April 2006. This standard cancels and replaces the Job Category Standard 56A, School Maintenance Worker, 4749, approved April 22, 1997. The significant change is deletion of the automatic staffing differential, which is now covered by a separate procedure. The new standard applies immediately to all advancements, new contracts, and contract renewals.

If you have any questions, please contact Ms. Doris A. Willie, OIEP Human Resources Specialist, at (505) 563-5307, or Kay Hayes, OIEP Human Resources Officer, at (505) 563-5300.

Enclosure

Job Category: 4749
Excepted Qual. Standard: 56-01
Approved: April 2006
Authority: P.L. 95-561


Director, BIE

SCHOOL MAINTENANCE WORKER

CATEGORICAL PAY LEVELS:

Minimum Pay Level: 01
Maximum Pay Level: 02

DESCRIPTION OF WORK:

This job category includes positions that typically perform a variety of duties of a general nature for proper operation, maintenance and minor repair of school buildings, utilities and related structures. The duties require more than the basic knowledge of various trades but lower than the journeyman level and involve plumbing, electrical, painting, and carpentry skills. Typical work assignments include, but not limited to: (a) repairs damaged floors, walls, ceilings, windows, doors, steps, guard rails, etc.; (b) repaints surfaces using brushes or rollers and premixed paint; (c) replaces minor electrical parts, such as switches, plates, outlets, etc.; (d) repairs broken or frayed wiring; (e) performs maintenance and minor repair of plumbing fixtures and pipes by replacing faucets, washer pipe elbows, etc., and cleans clogged drains and sewer lines; (f) operates less complex boilers and individual heating plants, sewage lagoon systems and water treatment systems; and/or (g) assists journeyman workers in more complex repairs and replacements. These positions are required to comply with all applicable health and safety requirements, including proper use of safety equipment, and maintenance of materials safety data sheets. As required, these positions may be tasked oversight of student workers on clean-up details in and around the school, assuring that work is performed in compliance with all applicable health and safety requirements and without the use of hazardous materials or equipment. In the performance of duties, incumbents are required to drive various size vehicles ranging from sedans to garbage trucks.

LEVEL OF RESPONSIBILITY:

Level 01 – Level 01 positions perform general maintenance work, generally limited to carpentry, painting and minor repairs to floors, walls and ceilings. More advanced work is performed in conjunction with higher level maintenance workers.

Level 02 – Level 02 positions perform intermediate level work in several maintenance crafts as well as general maintenance work. These positions are responsible for planning their work, determine materials and equipment needed, and accomplish jobs independently. Some positions may be required to provide training to lower level maintenance employees in general maintenance activities.

POSITION TITLE:

Official title is *School Maintenance Worker*. Use the basic title without parenthetical specialty title as the official position title for position that include two or more specialties when none predominates or no established specialty. Otherwise, official title may be supplemented with parenthetical designator to denote area of specialization, e.g., Electrician, Plumbing, Painting, and Carpentry. Add the parenthetical title of Leader or Supervisor to the basic title for position that is assigned this responsibility.

BASIC EDUCATION AND EXPERIENCE REQUIREMENTS:

High School or GED diploma is required. Applicants at the 02 level must have a minimum of one year's experience in general maintenance or related work, demonstrating skill in at least three skill/craft areas. All applicants must demonstrate the ability to follow written and oral instructions.

CONDITIONS OF EMPLOYMENT:

A valid State Driver's license is a prerequisite, if the position requires operation of a motor vehicle in performance of work. The work requires extensive driving between work sites throughout the geographic area of the Education Line Office, or school compound. A valid State Driver's license must be maintained as a condition of employment; failure to do so may result in removal from the position.

An annual physical examination is required. Incumbents may be required to wear personal protective equipment as necessary.

(Note: Conditions of employment should be stated in the position description for these positions and identified as such.)

PHYSICAL REQUIREMENTS:

Incumbents of these positions must be able to lift over 50 pounds and be in excellent physical condition. Good distant vision in one eye and ability to read without strain printed material the size of typewritten characters are required, glasses permitted. Ability to hear the conversational voice, with or without a hearing aid, is required except that some positions may be suitable for persons who are blind or deaf. In most instances, and amputation of arm, hand, leg or foot will not disqualify and applicant for appointment, although it may be necessary that this condition be compensated by use of satisfactory prosthesis. In addition, incumbents must have mental and emotional stability.

Occasionally, incumbents may be required to travel for training purpose or attendance at meetings from the duty station.