



APRIL 2019
FLSA: NON-EXEMPT

MAINTENANCE WORKER

DEFINITION

Under general supervision, performs a variety of routine to complex duties in the maintenance, repair, and alteration of buildings, facilities, equipment, and grounds; performs carpentry, painting, electrical repairs and other building maintenance functions; operates a variety of maintenance equipment; and performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level maintenance classification is responsible for independently performing duties to ensure that all District buildings, facilities, and equipment are maintained in a safe and effective working condition and provide the highest level of safety for student, staff, and public use. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs a variety of semiskilled work in all areas of District maintenance, including carpentry, electrical, plumbing, painting, landscaping, and heating and ventilation; performs equipment maintenance.
- Assembles, repairs, and maintains furniture such as desks, cabinets, tables, chairs, shelves, and related fittings and fixtures; assists with movement of furniture or equipment as needed.
- Repairs and installs electrical outlets, fixtures, and switches; performs minor wiring repairs.
- Performs a variety of carpentry work including remodeling and assembly of cabinets, counters and drawers; sands, textures, and repairs walls; performs interior and exterior painting; repairs and installs building hardware including door handles and locks.
- Maintains and performs minor repairs of plumbing systems, including pipes, fixtures and valves; clears clogged plumbing fixtures.
- Performs basic landscaping duties for areas adjacent to District buildings; maintains landscape tools and equipment.
- Conducts routine inspections and performs repairs, troubleshooting, and maintenance of heating, ventilation, electrical, and air conditioning equipment; replaces filters; identifies and reports more complex maintenance needs to supervisor; interfaces with external providers for contracted repair services for equipment and appliances.
- Identifies and reports hazardous conditions, as well as building and furniture maintenance and repair needs to appropriate staff.
- Operates vehicles to pick up, transport, and deliver materials, supplies, equipment, and furniture.

- Inspects irrigation systems and reports issues such as broken sprinklers and valves, and excessive water run off to appropriate personnel.
- Picks up trash; rakes leaves and clears debris from walkways, fields, and District grounds; removes graffiti.
- Maintains records and logs of daily activities.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Practices, techniques, materials, and equipment used in the maintenance of buildings, facilities, and grounds.
- Basic methods and techniques of maintaining and repairing buildings and facilities, including plumbing, electrical, HVAC, painting, locksmith work, carpentry, concrete work, and pest control.
- Materials and equipment used in the maintenance, repair, and installation of District grounds, landscapes, and facilities.
- The operation and minor maintenance of a variety of hand and power tools, vehicles, and power equipment.
- Shop arithmetic.
- Basic troubleshooting and repair estimation principles and practices.
- Principles of record keeping principles and procedures.
- Basic computer applications related to the work.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the parents, students, and District staff.

Ability to:

- Perform a variety of tasks in the construction, maintenance, renovation and repair of District buildings, facilities and grounds.
- Safely and effectively operate various hand and power tools and equipment.
- Read and interpret instruction manuals and diagrams.
- Perform basic preventative maintenance of equipment and tools.
- Troubleshoot maintenance problems and determine materials and supplies required for repair.
- Maintain accurate logs and records of work performed.
- Understand and follow oral and written instructions.
- Make accurate arithmetic calculations.
- Operate modern office equipment including computer equipment and software.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to completion of the twelfth (12th) grade supplemented by additional specialized technical training in building construction, maintenance, or a related field and one (1) year of experience in performing semi-skilled facilities maintenance duties.

Licenses and Certifications:

- Possession of a valid California Driver's License to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in various District buildings, facilities and grounds; strength, stamina, and mobility to perform light to medium physical work, to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to climb and descend ladders; to operate a motor vehicle, and to operate varied hand and power tools and related equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves field work requiring frequent walking at District sites to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds and heavier objects with the appropriate equipment.

ENVIRONMENTAL ELEMENTS

Employees work in buildings, facilities and grounds and are occasionally exposed to loud noise levels, controlled temperatures, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.