

CLASSIFICATION TITLE: *Maintenance Worker*

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITIES:

Under general supervision, performs a variety of work in the maintenance, repair, retrofit, rehabilitation and construction of buildings, facilities, and equipment. Performs related duties as assigned.

DIRECTLY RESPONSIBLE TO:

Director, Facilities, Maintenance and Operations

SUPERVISION OVER:

None; however, may provide technical direction to substitutes or temporary help.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

General Maintenance and Repair of Buildings, Facilities, Equipment, and Grounds

Performs a variety of work in the maintenance and repair of buildings and grounds at various facilities/sites including carpentry, electrical, plumbing, glazier, masonry, and painting tasks; repairs and treats structures such as floors, showers, sinks, walls, roofs, and carpets; cleans debris from roof gutters as necessary; performs minor troubleshooting, repairs, and adjustments of locks on doors, cabinets, desks, closets; repairs door hinges; cleans plugged key slots; changes filters on various ventilation units; hooks up and services kitchen appliances; reports mechanical malfunctions to appropriate party for action; moves and assists in moving furniture and equipment at various facilities/sites; sets up and breaks down cubicle partitions; identifies projects requiring the services of a higher skilled crafts person; assists in obtaining quotes and arranging for services of outside vendors as directed; completes service requests and updates work logs for specific site requirements; opens and closes school campuses and other site buildings; activates and deactivates building alarms; as part of site support team, assists with special projects periodically as directed; maintains clean, safe, and orderly work sites.

Carpentry: Performs rough and finished carpentry construction and repair of structures such as partitions, walls, doors, fences, window frames, office furniture, roofs, and shelves.

Glazier: Removes broken glass, putty or plastic; replaces windows and door hardware; replaces glass for windows, doors, and light fixtures.

Electrical: Performs basic electrical diagnostic and repair work for switches, outlets, plugs, cables, appliances, fixtures and lighting systems; reports unsafe electrical conditions.

Plumbing: Identifies and performs basic diagnostic and repair of plumbing leaks or breaks; opens clogged lines and drains; replaces seals and other minor parts; maintains drinking fountains; repairs, replaces and maintains hot water heaters and other appliances; maintains minor water filtration systems; maintains and performs services and inspections to water distribution systems; maintains and performs services and inspections to septic and waste water systems.

Painting: applies and prepares various surfaces for paint, enamel, lacquer, varnish, or stain; removes or paints over graffiti; repairs wall coverings.

Grounds Maintenance: Maintains grounds in clean, safe, and orderly manner including mowing, trimming, weeding, aerating, minor pest management, composting and fertilizing lawns; replaces plants as needed; sets sprinklers; replaces broken sprinkler heads; adjusts automatic time clocks and system pressure if necessary; cleans debris from grounds, pathways, and parking lots; maintains grounds maintenance equipment; prunes trees and shrubs; treats for pests and rodents.

Masonry: Lays forms, mixes, pours, finishes, and repairs concrete for sidewalks, pavers, ramps, and slabs.

Custodial: May perform custodial duties as necessary.

MINIMUM QUALIFICATIONS

Education, Training, and Experience:

Any combination of education, training, and experience which demonstrates ability to perform the duties and responsibilities as described including related work experience in one or more of the building trades.

License Requirements:

Possession of a valid California driver's license and proof of insurability to drive from site to site.

Knowledge of:

Principles, practices, methods, techniques, materials, chemicals, tools, equipment, layouts and set-ups used in maintenance including basic knowledge of the following trades: carpentry, plumbing, glass replacement, painting, masonry, grounds keeping, appliance repair, small engine repair and electrical wiring; maintenance of hand tools and gas-powered equipment; standard practices and tools used in the maintenance and repair of building facilities; safety practices and procedures related to the building trades; proper lifting techniques; basic math to add, subtract, multiply, and divide, OSHA Safety Rules and Regulations.

Skill and Ability to:

Perform all essential duties in the area of specialization at the journey level with minimal supervision. Effectively use a variety of hand and power tools; operate appropriate lifts as needed to perform duties of the job; work with a variety of chemical agents in a safe manner; assess the overall condition of a facility; assess situational circumstances and perform actions necessary to ensure the safety, security and health of facility occupants and provide most expeditious remedies; read blueprints; perform basic math to calculate measurements, quantities, etc.; effectively perform estimations of materials, time and equipment necessary to perform tasks; procure materials as necessary to perform tasks; perform a variety of physical labor including climbing ladders, bending, kneeling, reaching, and standing for long periods of time, working in confined spaces; sustain manual labor for up to eight hours per day;; work in varying and at times harsh climates to perform tasks; heavy lifting and carry of boxes, tools, equipment and materials; transport various items to provide materials or fixtures at work site as required to complete tasks, review and identify projects needed to be serviced by outside contractors; follow oral and/or written instructions; communicate effectively in both oral and written form; maintain work logs and service requests; establish and maintain cooperative and effective working relationships with those contacted in the course of work assignments.

Work Environment:

Work is performed in indoor and outdoor environments; exposure to inclement weather; exposure to dust, oils, and cleaning chemicals; may work on ladders or scaffolding; may work with exposure to moisture, some exposure to child and other diseases in a school environment; regular contact with staff and the public.

Physical Requirements:

The usual and customary methods of performing the job functions requires the following physical demands: Lifting, carrying, pushing and/or pulling; climbing and balancing; stooping, kneeling, crouching; reaching, handling; facility to stand and walk for extended periods; manual dexterity to operate a telephone and enter data into a computer and operate motorized equipment; facility to appropriately lift and move objects up to 50 lbs; facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation; facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation; facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation; facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation; when applicable, facility to determine and differentiate colors with or without reasonable accommodation; when applicable, facility to drive an automobile or to arrange a consistent method of transportation.