



## Job Description

<b>Title: Maintenance Worker</b>	<b>FLSA Status: Non-Exempt</b>	<b>Months: 12</b>
<b>Supervisor: Director-Maintenance Operations and Transportation</b>	<b>Supervises: N/A</b>	<b>Range: 24</b>
<b>Department: Maintenance Operations and Transportation</b>	<b>Bargaining Unit: Classified</b>	<b>Approved: 12/19/2019</b>

### JOB SUMMARY:

Under the direction of Maintenance Operations and Transportation, perform routine maintenance or servicing tasks in the maintenance, construction and repair of buildings, equipment, utilities and facilities; support other skilled maintenance personnel in the performance of a variety of duties related to the building trades; routinely perform gardening, custodial, and varied grounds maintenance work.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs a variety of general maintenance, construction and repair work on buildings, utilities and equipment.
- Supports skilled maintenance workers to perform standard maintenance, adjustments and repairs in various skilled trades including carpentry, electrical, painting, plumbing and water equipment, heating, ventilation and air conditioning (HVAC), and others as assigned.
- Performs routine carpentry repairs on cabinets, shelves, doors and services door closures, articles and structures of wood, and hardware.
- Repairs plumbing valves, faucets, unstops plumbing fixtures and cleans traps.
- Repairs light switches, replaces light bulbs and fluorescent tubes and services fluorescent fixtures.
- Assembles, moves and arranges various furniture and equipment as directed; load and unload equipment and supplies.
- Repairs and refurbish cabinets, bookcases and a variety of classroom equipment; inspect, install and repair floor and ceiling tiles, roofs and shelving
- Repairs gates and fences, paints small areas/surfaces, mark athletic fields and performs custodial and/or grounds duties.
- Performs gardening and varied grounds maintenance work.
- Drives a vehicle to various district sites to conduct work.
- Attends to routine maintenance requests and work orders.
- Maintains routine records related to work orders assigned activities.

### OTHER DUTIES:

- Performs related duties as assigned.
- Assists in emergency clean-up resulting from breakage, vandalism, spilling or illness.

### QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Knowledge of:

- Standard tools, equipment, materials, methods and techniques used in general construction, maintenance, grounds maintenance and general repair work.
- Requirements of maintaining buildings and equipment in a safe, clean and orderly condition.
- Operation and proper maintenance of tools, equipment and machinery used in the building trades.
- Basic preventive maintenance principles and practices.
- Appropriate safety precautions and procedures.
- Operation and maintenance of tools, equipment and machinery used in the building trades.
- Proper lifting techniques.
- Basic record-keeping techniques.

**Skills/Ability to:**

- Perform a variety of routine maintenance, construction, grounds maintenance and repair work on buildings, utilities equipment and at district sites.
- Assist other maintenance personnel in the performance of a variety of duties related to the building trades.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Observe health and safety regulations and procedures.
- Operate and maintain hand and power tools and equipment.
- Communicate effectively both orally and in writing.
- Work cooperatively with others.
- Understand and follow oral and written instructions.
- Maintain routine records.

**Education and Experience:**

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

- Graduation from high school or equivalent GED.
- One year performing general maintenance work in one or more of the building maintenance trades.

**Licenses, Certifications and other Requirements:**

- Valid California Class C Driver's License.

**WORKING CONDITIONS:**

**Work Environment:**

- Indoor/outdoor environment.
- Regular exposure to fumes, dust and odors.
- Exposure to loud noises from equipment.
- Driving a vehicle to conduct work.

**Physical Demands:**

- Dexterity of hands and fingers to operate specialized equipment and tools.
- Standing for extended periods of time.
- Seeing to perform repairs.
- Hearing and speaking to exchange information.
- Lifting, carrying, pushing or pulling heavy objects as assigned by position.
- Bending at the waist, kneeling or crouching.
- Reaching overhead, above the shoulders and horizontally.
- Climbing ladders.
- Heavy physical labor.

**Hazards:**

- Working around and with machinery having moving parts.
- Working at heights.
- Chemical fumes.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.