



Teaching • Understanding • Serving • Developing

Date Adopted:

Range: M

Classification: Classified

Job Description

Maintenance Worker I

DEFINITION

Under direction of the Director of Facilities/Maintenance, Operations, and Transportation or his/her designee, perform a variety of semi-skilled building and grounds repair, maintenance, and construction work. This is an entry-level position. Employees in this class will work in one or all trade areas of maintenance as needed.

EXAMPLES OF DUTIES – *Not all inclusive*

- Assist higher skilled workers with installation, repair and replacement of doors, safe locks and door closers.
- Assist with repairs and adjustments of mechanical equipment.
- Report conditions needing major repair and maintenance.
- Repair chairs, desks, doors, windows, etc.
- Make minor electrical repairs to lights, switches, outlets, etc.
- Maintain tools and equipment in safe and efficient operating condition.
- Perform minor repairs on buildings, roofs, faucets, toilets, and water lines.
- Perform preventative maintenance activities on coolers and HVAC units.
- Assist with cement and masonry work.
- Assist with painting, carpentry and alarm work.
- Maintain landscaping of lawns and plants, including application of fertilizers, etc.
- Water, mow, and trim athletic fields.
- Drag and line fields prior to athletic events.
- Service and adjust power mowers.
- Stock and maintain parts inventory
- May be required to operate District vehicles.
- May be assigned part-time to a school to perform all task listed in the custodial job description.
- Other related work as required.

QUALIFICATIONS

Knowledge of:

1. Common methods, tools and equipment used in general building and grounds maintenance work.
2. Safe operation and standard practices, methods, materials, tools, terminology and equipment used in the performance of the job trades.
3. Basic math applicable to the various trades.

Ability to:

1. Acquire mechanical work skills quickly.
2. Work with minimal supervision.
3. Identify and report needed building maintenance work.

4. Perform a variety of repair and maintenance work on school grounds, facilities, buildings and equipment.
5. Safely and appropriately operate tools, equipment.
6. Maintain tools and equipment in proper safe working condition.
7. Maintain documentation and records as needed.
8. Ability to use all power and gardening tools; operate a forklift; drive district vans and trucks.
9. Communicate to resolve problems.
10. Plan and organize work.
11. Research technical manuals and guides to resolve problems.
12. Work effectively as a team member.
13. Meet schedules and timelines
14. Establish and maintain cooperative and effective working relationships.
15. Understand and carry out oral and written directions.
16. Communicate both orally and in writing in a clear and concise manner.

EXPERIENCE

One (1) year of building maintenance experience, or two (2) years of custodial experience is required.

EDUCATION

High school diploma or equivalent is required.

LICENSES, CERTIFICATIONS, AND/OR TESTING REQUIRED

Successful completion of the District's basic skills test. Valid California Drivers' License and proof of insurance are required. Successful completion of the Employee Entrance Evaluation.

WORKING CONDITIONS

Environment:

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position will include indoor, outdoor, and garage/shop work environments.

PHYSICAL ABILITIES

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must be able to:

- Ability to lift, and carry 80 pounds and push or pull a 300 lbs cart or dolly.
- Hear and speak to exchange information in person and on the telephone.
- Vision acuity to read a variety of materials, and distinguish colors.
- Possess dexterity of hands and fingers to operate equipment.
- Stand, walk, and crawl.
- Bend at the waist, kneel or crouch.
- Sit or stand for extended periods of time.
- Reach horizontally and above shoulders.
- Work on roof tops, at heights and in confined spaces.
- Climb a step stool/ladder and scaffolding.

CONDITIONS OF EMPLOYMENT

- Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice.
- Pre-placement medical examination.
- California Class "C" Drivers' license.
- This position has a probationary period of 120 days.