

WISEBURN SCHOOL DISTRICT
GENERAL MAINTENANCE WORKER I

DEFINITION

Under direction of Maintenance and Operations Supervisor, to perform skilled and semi-skilled duties in the alteration, repair, maintenance and occasional new construction of structures and equipment, and to perform other duties as required.

EXAMPLES OF DUTIES

- Designs and alters, repairs, or constructs articles and structures of wood, such as room additions, partitions, counters, benches, tables, forms and cabinets. E
- Maintains and repairs woodwork. E
- Fits doors, windows and sashes. E
- Operates power saws, jointers, and other woodworking machinery. E
- Performs mill and cabinet work as necessary. E
- Uses brush or spray gun in applying paint, varnish, shellac, enamel, lacquer, or other protective or decorative finishes to various surfaces, such as wood, metal, glass, plaster, stucco, wall board, brick, and concrete. E
- Scrapes, sands, fills, or prepares surfaces in other manner, for painting or repainting. E
- Cleans brushes, tools, and other equipment. E
- Cuts and threads pipe and maintains plumbing installations. E
- Installs bathroom fixtures, water heaters, garbage disposals, and cleans drains and sewers as needed. E
- Repairs and replaces door locks and changes student locker combinations. E
- Inspects, maintains and services air conditioning and heating units. E
- Cleans or changes filters, cooling coils and blower wheels and compartments. E
- Changes motors, replaces bearings and other worn parts. E
- Checks wiring, belts, bearings, alignment, amperage, and voltage and makes repairs, replacement, or adjustments as needed. E
- Installs electrical wiring, fixtures, and switches. E
- Replaces lights, clocks, and ballast. E
- Repairs, maintains, and services office, audio-visual, and other specialized electrical and mechanical equipment. E
- May drive school bus in the transportation of school children. E
- Drives truck, jeep, or tractor as required. E
- Maintains equipment in good repair. E
- Makes report on work completed and materials used. E
- Performs other related duties, as required. E

DISTINGUISHABLE CHARACTERISTICS

Positions allocated to this class are assigned a variety of maintenance and repair duties and are expected to complete the work assigned relatively independently and with minimum assistance. Although the work requires the use of journeymen tools and the ability to perform the operations in several of the crafts, the skills required and the variety of the tasks assigned are normally less than would be required of a journeyman in a crafts' field.

Note - Task statements coded with the letter "E" are essential elements of the position in this class pursuant to the American with Disabilities Act, 1990.

LICENSE REQUIRED

Shall possess a valid and appropriate California Driver's License issued by the State Department of Motor Vehicles.

DESIRABLE QUALIFICATIONS

Knowledge of:

Standard practices, methods, materials, and equipment used in any one of the skilled trades such as carpentry, electrical, plumbing, painting, and office equipment repair. General code requirements pertaining to work assigned. Safe work practices. A second language.

Ability to:

Perform maintenance and repair work in any one of the crafts. Use a variety of hand and powered tools safely and effectively. Read and work from plans, sketches, and diagrams. Follow oral and written directions. Establish and maintain cooperative relationships with those contacted in the course of work.

Experience -

Three years experience in one or more of the building trades performing duties closely related to those described above.

Education -

Completion of formal or informal education sufficient to assure the ability to read and write at the level required for successful job performance.

WORKING CONDITIONS

Environment:

Indoor and outdoor working environment subject to fumes, dust and odors.

Physical Abilities:

Vision (which may be corrected)

to read small print.
to distinguish color coding of wires on motors
to operate district vehicles.

Hearing (which may be corrected)

to operate equipment in presence of students and to determine any irregularities in equipment sounds.

Speech

to communicate with supervisor, school and maintenance personnel.

Dexterity of hands and fingers

to operate and use power tools and equipment.
to maintain records.

Standing for extended periods of time

to operate machinery
to make plumbing and electrical repairs
to make room additions.
to paint or apply decorative finishes to surfaces

Bending at the waist
Strength

to pick up and lift equipment and materials.
to lift, push, pull and carry objects which may weigh as much as 100 lbs. on a frequent basis.

Smell

to distinguish strong odors which may warn of equipment malfunction or danger.