

WISEBURN SCHOOL DISTRICT
GENERAL MAINTENANCE HELPER

DEFINITION

Under general supervision to perform all duties as listed in the Custodian/Groundskeeper job description, and semi-skilled duties in the alteration, repair, maintenance and occasional new construction of structures and equipment, and to do other work as required.

EXAMPLES OF DUTIES

Assists general maintenance workers in completing assigned tasks, drives truck or other equipment as required. Cleans and keeps shop and school site areas in good order, cleans and maintains equipment. Makes deliveries as needed. May be assigned to the roving Custodian/Groundskeeper crew.

DISTINGUISHABLE CHARACTERISTICS

Positions allocated to this class are assigned a variety of custodial/grounds and 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.

LICENSE REQUIRED

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

DESIRABLE QUALIFICATIONS

Knowledge of:

- Tools necessary to perform various maintenance tasks.
- Safe work practices.

Ability to:

Use a variety of hand tools safely and effectively, perform simple maintenance and repair work and assist a general maintenance worker in completing more complicated and/or technical tasks, along with general custodial/grounds tasks. Follow oral and written instructions. Work cooperatively with fellow employees.

Experience -

Work or background in areas requiring some knowledge and skill in maintenance and repair, and custodial/grounds.

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

to pick up and lift equipment and materials.

Strength

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.