

HANFORD ELEMENTARY SCHOOL DISTRICT
Job Description

MAINTENANCE WORKER I AND II

PURPOSE

To perform a variety of skilled and semi-skilled building maintenance, alteration and equipment repair work on District buildings and related equipment.

DISTINGUISHING CHARACTERISTICS

Maintenance Worker I performs the routine semi-skilled duties. Incumbents assist and receive guidance and training from the Maintenance Worker II. As the incumbents broaden their experience and increase their skills, assignments will carry greater responsibilities and independence from close supervision. Promotion to Maintenance Worker II will be based upon experience and demonstrated skills.

Maintenance Worker II positions are assigned a variety of skilled tasks involving painting, carpentry, plumbing, electrical, concrete, and mechanical repair skills.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Administrative Assistant of Facilities and Operations and does not supervise any other employees.

ESSENTIAL FUNCTIONS

Performs general carpentry work in the alteration, repair, and maintenance of buildings, partitions, forms, cabinets, floors, roofs, doors, windows, screens, wood fixtures and furniture.

Cleans, sands, seals and otherwise prepares interior and exterior walls and surfaces to be painted.

Paints walls, ceilings and trim work using roll, brush or spray as required.

Installs and makes routine repairs to or replaces building wiring, switches, outlets, fixtures and motors in a variety of electrical appliances.

Makes emergency repairs and adjustments to plumbing equipment and apparatus involving replacement of broken pipe, cleaning plugged drains, replacing washers and gaskets, faucets, floats and valves.

Mixes, pours and finishes concrete used in laying floors, platforms and repairing equipment or steel furniture and fixtures.

Performs preventive maintenance on heating, ventilation and air conditioning systems.

OTHER FUNCTIONS

May make minor repairs to and monitor low pressure boiler systems; repair and install water and sewer lines, including cutting, fitting and installing water, gas and steam pipes.

May make minor repairs on locks.

May lay floor and wall tiles and install carpets.

May repair roofs using cold patch.

May perform tasks involving metal fabrication.

Perform related duties as assigned.

NECESSARY EMPLOYMENT STANDARDS

Knowledge of:

Standard tools, methods, practices and materials involved in the trades including carpentry, painting, plumbing, electrical, heating ventilation and air conditioning, preferably with emphasis on more than one of these trades.

Methods and practices followed in the maintenance of tools, machinery and equipment.

Safe work practices.

Ability to:

Use hand and power tools utilized in one or more of the building trades.

Learn from and follow oral and written instructions.

Recognize and locate conditions which require maintenance and repair work.

Read, write, speak and understand English well.

EDUCATION AND EXPERIENCE: Any combination of education and experience that could likely provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Education:

Maintenance Worker I: One year of general experience in building maintenance and repair work which preferably involved a variety of tasks in the building trades.

Maintenance Worker II: Two years experience in the class of Maintenance Worker I in the Hanford Elementary School District; or four years of responsible experience in one or more of the building trades.

License:

Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles.

WORKING CONDITIONS

Environment:

Indoor and outdoor work environment; subject to noise from equipment operation, regular exposure to fumes, dust, dirt, oil/grease; subject to driving a vehicle to conduct work.

Physical Abilities:

Dexterity of hands and fingers to operate a variety of specialized equipment and tools, seeing to observe needed and completed repairs, climbing ladders and working from heights, reaching overhead and horizontally, standing for extended periods of time, walking over rough or uneven surfaces, lifting heavy objects weighing 45-100 pounds, bending at the waist, and kneeling and crouching.

Hazards:

Vapors from paints and solvents, working in a cramped or restrictive work chamber, working with power saws and flying debris, working at heights on ladders or scaffolding, and working with electrical power supply.

Approved: 04/19/89

Revised: 11/17/93