

Oak Grove School District

JOB TITLE: BUILDING MAINTENANCE WORKER

Proposed Range: 33

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

Perform a variety of skilled and semi-skilled tasks involved in the maintenance and repair of district buildings and equipment; perform related duties as assigned. Positions in this class are assigned a variety of skilled and semi-skilled tasks in the maintenance of school buildings and equipment. While the full range of journey level skills in a particular trade is not required, the incumbent should have some previous experience and a working knowledge of building maintenance. Incumbents are expected to perform routine preventive and maintenance repair work with minimum supervision.

TYPICAL DUTIES

- Perform general carpentry tasks involved in the alteration, repair, and maintenance of buildings and grounds, including work on partitions, walls, forms, floors, roofs, cabinets, doors, windows, screens, wood fixtures, and furniture; may design and build cabinets
- Perform general painting tasks; clean, sand, seal, and prepare interior and exterior walls and other surfaces for painting; paint walls, ceilings, trim work, and other surfaces using rollers, brush, or power sprayers; mix and match paints, stains, and varnishes
- Perform general plumbing tasks; install and make emergency repairs and adjustments to plumbing fixtures and equipment, including pipes, washers and gaskets, faucets, floats, and valves; clean and repair drain lines
- Perform locksmithing and door hanging tasks; repair or install miscellaneous door hardware and lockers; service and maintain locks and prepare and cut keys; prepare, refit, hang or rehang doors
- Perform general electrical work; install and make routine repairs to electrical wiring, switches, outlets, fixtures, conduits, and motors; install and repair light ballasts; repair shop tools and custodial equipment, such as vacuum cleaners
- Perform routine heating and ventilating tasks; may install, maintain, repair, operate, test and verify heating plant systems, cooling systems, fire sprinkler systems, individual heaters, and cooling, freezing, and refrigeration units, both gas and electric
- Repair, replace, and build gates as necessary on chain link fencing; lay out, weld and cement posts in place
- Install, repair, and patch walls, and walkways; may mix, pour, and finish concrete; construct necessary forms
- May replace broken windows; may perform welding and brazing tasks

TYPICAL DUTIES (continued)

- May make minor repairs to, and monitor pressure boiler systems; may service motors on compressors, heaters, blower and pumps
- Maintain records of tasks completed; order parts from storage or recommend outside purchase as necessary
- Perform related duties and responsibilities as required

MINIMUM QUALIFICATIONS

Knowledge of: Basic building and construction trades such as electrical, plumbing, carpentry, heating, ventilation, masonry, painting, or locksmithing; safe operation and usage of maintenance and crafts tools and equipment; safe work practices.

Training and Experience: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. Two years of experience working in one or more of the building trades.

Ability to: Learn required methods and practices of assigned maintenance and crafts work; work safely and effectively around children; understand and follow oral and written instructions; exercise good judgment and due caution in the performance of assigned duties; establish and maintain effective work relationships with those contacted in the performance of duties.

Licenses and Certificates: Possession of a valid California Driver's License. Possession of a Standard First Aid and CPR Certificate within 90 days of employment. May be required to obtain a standard Fork Lift Operator's certificate within 90 days of employment.

PHYSICAL DEMANDS

Vision sufficient to read written instructions; hearing and speech sufficient to receive instructions and relay information; stamina sufficient to perform physical labor for prolonged periods; mobility sufficient to walk, reach, bend, stoop, kneel, crawl, and climb ladders; manual dexterity sufficient to operate tools and equipment; strength sufficient to lift and carry up to 50 lbs. and move up to 100 lbs. using a dolly or hand truck.

WORKING CONDITIONS

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

ENVIRONMENT

Outdoor/Indoor work environment, subject to seasonal heat and cold or adverse weather conditions subject to noise from equipment operation, regular exposure to fumes, dust and odors, and driving a vehicle to conduct work.