

# *OXNARD UNION HIGH SCHOOL DISTRICT*

**CLASS TITLE:** MAINTENANCE AND REPAIR WORKER

**DEFINITION:**

Under the supervision of the Maintenance and Operations Supervisor, performs semi-skilled to skilled maintenance work in the general maintenance, repair, and construction of district facilities and equipment.

**STATEMENT OF TYPICAL DUTIES:**

- a. Performs semi-skilled to skilled maintenance, repair and construction work in the basic trades such as carpentry, welding, plumbing and heating, electrical, masonry, glazing, and locksmithing; works from blueprints, drawings, sketches, or verbal instructions.
- b. Performs a variety of glazing work; installs and repairs window glass.
- c. Constructs, installs, maintains, and repairs roofs, walls, partitions, furniture, cabinets, shelving and related structures; replaces ceiling and floor tiles.
- d. Installs, repairs, and maintains doors, locks, closures, hinges, and other hardware.
- e. Maintains, and repairs metal lockers; changes lock combinations and replaces locks, doors, hinges, and other hardware.
- f. Adjusts, maintains, and repairs heating systems, furnaces and boilers; replaces motors, belts, thermocouplers, thermostats, filters, and other parts, as necessary.
- g. Performs basic plumbing repairs including cleaning sewer lines; repairs or replaces fixtures, valves and pipes.
- h. Maintains and repairs a variety of equipment, such as, grounds maintenance equipment, scoreboards, and public address systems.
- i. Repairs or replaces lights, electrical outlets, switches, circuit breakers, and lighting fixtures.
- j. Maintains routine records and reports related to work orders, labor and materials.
- k. Estimates and orders materials and supplies required for maintenance and repair activities.
- l. Operates a variety of equipment and machines including trucks, tractors, forklifts, saws,

jointers, planers, sanders, drills, welding equipment, and other hand and power tools; maintains tools and equipment in clean and proper working condition.

- m. Provides assistance to other maintenance trades projects, as assigned or, as necessary.
- n. Performs other related tasks and assumes responsibilities as may be assigned by proper authority.

**KNOWLEDGE AND ABILITIES:**

Knowledge of:

- Trades used in building and equipment maintenance, alterations and repair.
- Methods, equipment and materials used in maintenance trades.
- Proper methods of storing equipment, materials and supplies.
- Requirements of maintaining school buildings in a safe, clean and orderly condition.
- Technical aspects of field of specialty.
- Appropriate safety practices and procedures.
- Applicable building codes and regulations.

Ability to:

- Perform semi-skilled to skilled maintenance work in the general maintenance, repair and construction of district facilities and equipment.
- Operate a variety of tools, equipment and machines utilized in maintenance trades safely and efficiently.
- Operate a variety of tools and equipment related to assigned function including trucks, tractors, forklifts, saws, drill presses, grinders and welding equipment.
- Work from blueprints, shop drawings and sketches.
- Maintain routine records.
- Understand and follow oral and written directions.
- Observe and comply with applicable building codes and regulations.
- Plan and organize work.
- Establish and maintain cooperative and effective working relationships with others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school including or supplemented by apprenticeship in one of the building trades and two years experience in general building maintenance and repair.

**PHYSICAL CHARACTERISTICS:**

Must be able to bend, stoop, reach horizontally and vertically; lift heavy objects; stand for prolonged periods; see to read; use hands and fingers to operate tools and equipment; speak clearly; and hear well enough to communicate effectively to perform all tasks.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

Indoor and outdoor environment; subject to heavy lifting, pushing and climbing and driving from site-to-site to conduct work.

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