



## PERSONNEL COMMISSION

**Class Code: 0625**  
**Salary Range: 23 (C2)**

### **BUILDING MAINTENANCE WORKER**

#### **JOB SUMMARY**

Under general supervision, to perform work in connection with the repair or maintenance of school properties or equipment; may assist carpenters, painters, plumbers, electricians or other mechanics; to perform more simple kinds of repair and maintenance work.

#### **EXAMPLES OF DUTIES**

*The classification specification does not describe all duties performed by incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Participate in maintenance and construction projects as directed. **E**
- Perform minor repair of broken pipe including assisting journey-level personnel in cutting and threading pipe and cleaning sewer lines; clean clogged drains. **E**
- Perform minor maintenance on washers, diaphragms, valves, fittings, and assist in repair of drinking fountain bubblers. **E**
- Perform minor repairs to toilets, urinals, dispensers, partitions, sinks, and other fixtures. **E**
- Repair or perform routine maintenance, on door hinges and strike plates. **E**
- Replace ceramic, ceiling, and floor tile. **E**
- Prepare surfaces for minor painting projects up to approximately 800 square feet and apply paint, finish or coverings using brushes, rollers, spray equipment and cutters as necessary; assist Painters, as necessary, on painting projects. **E**
- Remove or repair carpeting, drapes, plaster, and dry wall on minor projects. **E**
- Make minor or emergency roof repairs. **E**
- Perform minor repair, installation, assembly and assist in construction of doors, windows and window frames, partitions, furniture, counters, bulletin boards, chalk boards, shelving, pictures, playground equipment and other items. **E**
- Assist in or make minor repair to screens, barriers, wire fences, and install mesh wire. **E**
- Repair or replace air vent registers and lockers. **E**
- Perform preventive maintenance on buildings, grounds, and equipment. **E**
- Use a variety of hand and power tools and operate equipment. **E**
- Perform minor cement work that involves mixing and pouring cement. **E**
- Load truck with materials and equipment, drive to and from destinations and unload and deliver materials and equipment. **E**

- Remove broken glass and/or board up windows. *E*
- Dig ditches and trenches and assist in the installation of pipes. *E*
- Repair springs, handles, and other hardware on kitchen and other equipment. *E*
- Patch asphalt; perform other heavy manual labor. *E*
- Maintain inventory in preventive maintenance program. *E*
- May troubleshoot breakdowns or problems with site maintenance. *E*
- Keep required records on work performed. *E*
- Operate a district vehicle. *E*
- Plan and lay out assigned tasks. *E*
- Assist with the repair, replacement, service and maintenance of electrical systems, including conduit and duct systems, light and power circuits, motor appliances, plugs ballasts, fans, switches, bells, intercom and buzzer systems, fuses, clocks, and intrusion and fire alarm systems. *E*
- Assist with the installation, interior and exterior wiring and cable for equipment, appliances and telecommunications systems. *E*
- Assemble lighting fixtures and field lighting fixtures. *E*
- Requisition supplies, parts, and labor needs. *E*
- Assist in all maintenance areas as assigned, by performing unskilled, and semi-skilled work assignments. *E*
- Use a jackhammer for concrete and asphalt removal. *E*
- May perform minor repair and replacement on electrical fixtures, such as plugs, elements, light bulbs, light switches, defusers, and ballasts. *E*
- May operate a fork lift as assigned by the position. *E*

*Note: At the end of some of the duty statements there is an italicized E, which identifies essential duties, required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

### **DISTINGUISHING CHARACTERISTICS**

A Building Maintenance Worker typically performs a wide variety of work maintaining and repairing school district plant facilities. An incumbent works primarily in a specific building trade or the preventive maintenance program at sites where the work requires establishing rapport with site personnel and accommodation of school activities and schedules. An incumbent is expected to maintain a high level of proficiency standards in accomplishing the work performed. While the work accomplished appears to be the same as that done by journey-level trades workers, the latter workers are expected to perform the more difficult work assignments in a more specialized way, and usually involving new construction or extensive modification as a part of repair.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Proper methods, common materials, tools and equipment used in the building maintenance trades including carpentry, painting, plumbing, electrical, and other maintenance areas.

Basic shop math.

Appropriate safety precautions and procedures.

**Ability to:**

Perform building maintenance and repair work.

Identify and use properly hand and power tools and machinery used in various trades including carpentry, painting, plumbing, electrical, and other maintenance areas.

Maintain routine records.

Operate a District vehicle observing legal and defensive driving practices.

Understand and carry out oral and written instructions.

Establish and maintain effective relationships with those contacted in the course of work.

Perform or learn to perform a wide range of general maintenance and repair work not requiring the full scope of all journey-level skills.

Erect and work from rigging and scaffolding.

Assist in estimating costs of labor and materials for a work project.

Work from blueprints and sketches.

**Training:**

Equivalent to graduation from high school.

**Experience:**

At least two years of experience in which an incumbent has acquired the competence in performing building and related maintenance work.

Any other combination of training and/or experience which demonstrates the applicant is likely to possess the required skills, knowledge, and abilities may be considered.

**SPECIAL REQUIREMENTS**

Possession of a valid class C California Driver's License is required at the time of appointment and evidence of a safe driving record is required.

An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing.

Incumbents are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to

hazardous materials, including, but not limited to, asbestos and lead. Incumbents in this class are required to wear protective clothing, gear, and equipment as required by law and provided by the District.

Some positions in this classification may require valid Forklift Operator Certification. Certification will be provided by the District.

**WORKING ENVIRONMENT**

Outdoors, occasionally in inclement weather; indoors in buildings including classrooms; maintenance shops with machinery and noise; closed and confined spaces, attics, vaults, under buildings; dust, odors, fumes, vapors, mold spores and chemicals.

**PHYSICAL DEMANDS**

Strength; heavy work, lifting, carrying, and/ or pushing 100 pounds with frequent lifting and/or carrying of object weighing up to 50 pounds; climbing and descending ladders and scaffolding and working from heights; standing for extended periods of time; walking, stooping, pushing, bending, and kneeling; reaching overhead above shoulders and horizontally for extended periods of time; crawling in attics, tight spaces and under buildings; dexterity of hands and fingers to operate hand and power tools; visual acuity to distinguish the color of wires; speak to exchange information in person or on the telephone .

*AMERICANS WITH DISABILITIES ACT*

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 3/21/1996  
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