

**LIVE OAK SCHOOL DISTRICT
DESCRIPTION**

POSITION

Position: **Grounds/Maintenance Specialist II**
 Work Schedule (Monday through Friday or Tuesday through Saturday)

Department: **Maintenance and Operations**

Reports To: **Director of MOT**

Pay Grade: **15**

SUMMARY

Provides a variety of skilled work in building and grounds maintenance. Builds and remodels structures, performs routine mechanical maintenance, installs and maintains irrigation systems and landscapes.

NATURE AND SCOPE

Under general supervision of the Maintenance Supervisor and/or guidance of a Specialist III, independently performs work in the building and construction trades (carpentry, plumbing, painting, electrical, heating/ventilation/air conditioning, floor and ceiling coverings, masonry, landscaping, welding, roofing, preventive mechanical maintenance and other areas involved in maintenance and construction) and has the ability to “troubleshoot” and diagnose in these areas. May assign work to entry-level Grounds/Maintenance Specialist I personnel. Work relationships extend beyond the peer group to District staff, outside contractors, professional personnel, and students. Requires strong communication (oral and written) skills necessary to discuss complex technical information. Work may be outside in adverse weather conditions.

DISTINGUISHING CHARACTERISTICS

This is the second level in the Grounds/Maintenance Specialist category requiring a high level of performance and experience in maintenance and grounds. Advancement is possible by demonstrating basic competency in multiple skill areas, and exhibiting the ability to lead and direct others. Through positive performance evaluations and recommendation from a supervisor, an individual may be hired at the second level in the Grounds/Maintenance Specialist category. This individual must exhibit all the characteristics listed for the Specialist II.

ESSENTIAL TYPES OF DUTIES (Examples)

Check Ticket System Daily for Grounds and Maintenance Work Orders

1. Carpentry - Will perform:
 - “rough” carpentry, i.e. framing, sheetrock, and form work, etc.
 - “finish” carpentry, i.e. cabinet making, “hang” doors, install trim, etc.

2. Plumbing - Will install and repair:
 - copper, galvanized, and PVC lines
 - sewer and drain lines
 - fixtures, i.e. faucets, toilets, sinks and drinking fountains, etc.

3. Masonry - Will:
 - form, pour, and finish concrete
 - lay bricks
 - repair stucco

4. Electrical - Will:
 - conduit installation and wire pulling
 - install and repair fixtures, i.e. outlets, lights, switches, etc.
 - perform preventive electrical maintenance, i.e. checking light tubes and ballasts

5. Landscaping/Irrigation - Will:
 - prepare soil
 - mow, trim, edge, and weed control
 - prune trees, shrubs, and hedges, etc.
 - operate and maintain grounds landscape tools, equipment and vehicles
 - plant and cultivate trees, grass, flowers and shrubs
 - install and maintain sprinkler and drip systems in all planters, lawns and field areas
 - abate rodents, weeds, insects and plant diseases (will include the use of insecticides/herbicides)

6. Heating/Ventilation/Air Conditioning - Perform:
 - preventive maintenance in the heating/ventilation/air conditioning system (changes filters, greases and oil bearings, motors and compressors)

7. Painting - Will:
 - prepare and finish various surfaces
 - remove paint, rust and dirt (water blasting) to prepare surfaces for painting
 - tape and prepare for spray, brush and roller painting
 - paint walls, doors, rooms, buildings and other surfaces as required
 - use spray equipment, brushes and rollers

8. Floor and ceiling coverings - Will:
 - install, repair and maintain floor tile, acoustical tile, linoleum and carpet

9. Roofing - Will:
 - inspect roofs, repair roof leaks and potential roof leaks
 - perform preventive maintenance of district roofs, i.e. keeping drains and gutters free of debris

10. Welding - Will:

- weld equipment (gas, brazing, and arc welding)

11. Preventive mechanical maintenance - Will:

- operate and maintain light equipment, tractors, trucks and vans
- clean power and hand tools
- sharpen blade equipment on lawn mowers, edgers, and hand shears

QUALIFICATIONS

Knowledge, Skills and Abilities: Requires knowledge of building and grounds construction and maintenance. Must be familiar with materials, tools, equipment, practices and methods used in construction and maintenance. Must have leadership skills sufficient to lead a small maintenance crew. Requires the ability to plan, schedule and direct the activities of co-workers to attain high quality and efficiency in work. Must know and understand safety rules and regulations.

Requires the ability and initiative to independently develop methods and techniques in the interest of effectiveness and efficiency. Must be able to understand and follow oral and written instructions (English), maintain routine records and interpret plans and specifications. Must be able to make simple mathematical calculations and measurements. Must be able to obtain cooperation of and maintain harmonious relations with the employees in other departments contacted during routine performance of duties.

Physical Abilities: Requires the ability to stand, walk and manipulate (lift, carry, move) light to medium weights of up to 90 pounds. May climb (cg ladders), stoop, kneel and crouch. Requires sufficient hand-eye coordination, hand and finger dexterity including ability to grasp, and visual acuity to operate equipment and read technical and safety information.

Education and/or Experience: High school diploma or equivalent plus specialized training in at least two of the building trades (carpentry, plumbing, painting, electrical, heating/ventilation/air conditioning, floor and ceiling coverings, masonry, landscaping, welding, roofing, preventive mechanical maintenance and other areas involved in maintenance and construction) required. Minimum of two years of experience at the journey level in the area of specialization required.

Licenses or Certificates: Requires a valid Driver's License.

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