

## MAINTENANCE WORKER

Classification: Maintenance

Location: Facility Operations

Reports to: Facilities Director/Facility Operations Supervisor

FLSA Status: Non-Exempt

Bargaining Unit: OSEA

This is a standard position description to be used for positions with similar duties, responsibilities, classification and compensation. Employees assigned to the position description may or may not perform all of the essential functions indicated in this position description.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

### **Part I: Position Summary:**

Serves as a general building maintenance specialist. Performs a variety of semi-skilled and skilled tasks in repair, adjustment and maintenance of building systems, equipment and structures. Monitors and inspects the work of service contractors.

### **Part II: Supervision and Controls over the Work:**

Work is performed under the general direction of the Facility Operation Supervisor and or Building Coordinator who will assign work and responsibilities and sets priorities. The employee is expected to independently perform assigned work only seeking the assistance of the supervisor in unusual or difficult situations. Employee plans and performs assigned work with minimum disruption of the education learning environment.

### **Part III: Major Duties and Responsibilities (depending on specific assignment):**

Duties and responsibilities include but are not limited to:

1. Performs preventive maintenance, construction, and minor repair of building structures including carpentry, plumbing, painting, masonry, and concrete work, and limited electrical and HVAC.
2. Performs limited electrical which includes replacing light bulbs and lamp ballasts, resets electric panel breakers, loads and unloads trucks; picks up, delivers and stores supplies and materials; cleans and assists in servicing equipment.
3. Performs semi-skilled carpentry, painting, masonry and concrete work; fabricates, repairs and installs shelves, doors, windows; patches, seals and maintains roofs; mixes, blends and

matches paint materials; prepares and paints interior and exterior surfaces; repairs walls and stairwells; installs, adjusts and modifies office and work areas; maintains exterior walkways and parking areas.

4. Performs semi-skilled plumbing repairs; replaces or repairs faucets, valves and unplugs drains; performs plumbing repairs on toilets, sinks, basins and showers.
5. Inspects buildings, structures, physical plant equipment systems and fixtures; identifies maintenance and repair requirements; documents condition and estimates project time and materials; fills out service requests; maintains records of repairs performed and keeps inventory of tools and supplies.
6. Performs regularly scheduled maintenance of HVAC systems; changes filters, belts, and cleans and lubricates part; replace bearings, bushings, pulleys and adjust fan assembly. Clean fan assemblies and vacuum as needed.
7. Operates district vehicles and trucks to transport equipment and materials.

Performs other duties as assigned.

#### **Part IV: Minimum Qualifications:**

1. Incumbents must have successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. Graduation from high school or equivalent.
3. Ability to utilize office technology to document assigned work, control inventories, initiate work orders, etc., to include Microsoft Excel and Word documents along with a familiarity of a CMMS (Computer Maintenance Management Systems).
5. Initiative and ability to work with minimal direction; sound judgment and decision making capabilities are essential.
6. Ability to operate a wide range of power equipment and maintain lift certification.
7. Ability to operate a wide range of power tools and heavy equipment.
8. Availability to work after hours to respond to emergency conditions.
9. Must possess a valid driver license and a safe driving record and be able and willing to operate district owned vehicles.

Performs other duties as assigned.

**Part V: Desired Qualifications:**

1. Minimum three years of experience performing semi-skilled work in multiple trade areas to include HVAC, carpentry, minor electrical, plumbing, painting, and masonry.
2. Ability to communicate and maintain good working relations with other staff in a team environment.
3. Ability to problem solve effectively.

**Part VI: Physical and Environmental Requirements of the Position:**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to bend, crawl, sit, talk, move about, hear and speak. May be required to work in restricted spaces, from a prone position, and/or under difficult lighting and access conditions. Noise level may be high when operating power equipment. Employee may be exposed to outside weather conditions especially in emergency repair situations.

The employee must occasionally lift and/or move up to 50 pounds and greater than 50 pounds using appropriate equipment.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Employee is required to use properly use such safety equipment as is appropriate to the work to prevent injury to self or others.

Employee may be exposed to toxic fumes and spills from use of chemicals.