

**PLEASANTON UNIFIED SCHOOL DISTRICT  
Job Description**

<b>Title:</b>	Skilled Maintenance Worker	<b>Reports to:</b>	Program Administrator/Supervisor
<b>Job Category:</b>	Maintenance/Operations/Facilities/Transportation	<b>Classification Unit:</b>	Classified
<b>Board Approval:</b>	5/21/2020	<b>Current Salary Grade:</b>	28
<b>Job Description Revised:</b>		<b>FLSA Status:</b>	Non-Exempt

**JOB SUMMARY:**

Under the general supervision of a Program Administrator/Supervisor, perform a variety of skilled maintenance duties to maintain facilities in safe operating condition for students, staff, and the public; maintain a preventive maintenance program; perform skilled maintenance duties related to plumbing, electrical, HVAC systems, fire/security alarms, boilers, and other assigned items to resolve immediate operational and safety concerns.

**ESSENTIAL FUNCTIONS:**

- Install, inspect and repair various items and systems, classroom and office equipment, and facility components related to lighting, roofing, HVAC systems, alarms, plumbing, security, electrical panels, and other items as assigned; perform a variety of skilled maintenance duties to help maintain facilities in a safe, comfortable, and operating condition.
- Inspect facilities, systems, and their components such as playground equipment, HVAC systems, plumbing, and others as assigned; ensure safety and identify necessary repairs to help provide an ongoing program of preventive maintenance.
- Coordinate with Administration and other trades to complete projects and work orders efficiently.
- Repair various items, systems, and components requiring the skills of various maintenance trades including electrical, plumbing, electronics, locksmith, painting, wall board, safety rails, doors, locks, windows, pumps, toilets, and plumbing fixtures; ensure that items, systems, and components are available and in safe working condition.
- Plan, organize and lay out assigned tasks; interpret HVAC plans, diagrams, blueprints, sketches and specifications.
- Assume responsibility for all District security alarm systems and fire alarm systems including installing, servicing, and repairing complete systems and parts.
- Assist with the District's emergency management systems including designing, building, installing, servicing, and repairing complete systems and parts.
- Assist with the District's underground low voltage cable network systems including designing, building, installing servicing, and repairing complete systems and parts.
- Install, service, and repair all electrical and electronic items relating to the district aquatic facilities.
- Safely operate a variety of equipment including hand/power tools and lifts; maintain tools and equipment in safe and operating condition.
- Drive a District vehicle to conduct work.
- Operate a computer and assigned software.
- Prepare documentation and records related to assigned activities including cost estimates, and other assigned items; submit items in the computerized work order system according to established procedures; provide written support and convey information related to assigned activities.
- Submit requests for equipment and supplies; maintain assigned inventory and ensure availability

of required items.

- Respond to emergency situations to resolve immediate safety concerns.
- Transport various items including tools, equipment, and supplies to assist with ensuring the availability of materials required at job site.
- Communicate with personnel and outside agencies as needed to exchange information, coordinate activities, and resolve issues or concerns.
- Attend ~~regular~~ meetings and trainings related to assigned activities.

**OTHER JOB-RELATED DUTIES:**

- Perform related duties within the scope of the job classification as assigned.

**REQUIRED QUALIFICATIONS:**

Knowledge of:

- General methods, materials, tools, terminology and equipment used in the building and grounds maintenance trades.
- Proper methods of storing equipment, materials and supplies.
- Requirements of maintaining facilities, utilities and equipment in good repair.
- Operation of a variety of hand and power tools and equipment.
- Applicable building codes, ordinances, fire regulations and safety precautions.
- Appropriate safety precautions and procedures.
- Proper lifting techniques.
- Basic English usage, grammar, spelling, punctuation and vocabulary.

Ability to:

- Participate in a variety of general and skilled activities involved in the maintenance and repair of designated facilities, utilities, and equipment.
- Receive and respond to routine maintenance requests.
- Estimate material and supply needs.
- Observe health and safety regulations.
- Maintain routine records related to work performed.
- Interpret and apply applicable building codes, ordinances, fire regulations, and safety precautions.
- Communicate effectively both orally and in writing.
- Perform heavy physical labor.
- Gather, collate, and/or classify data.
- Work with a variety of data and utilize a variety of job-related equipment.
- Problem solve to analyze issues and create action plans.
- Safely operate a variety of job-related equipment including power, hand tools and lifts.
- Organize and prioritize work to meet deadlines, timelines, and schedules.
- Read technical information, compose a variety of documents, and facilitate group discussions.
- Solve practical problems.
- Perform basic math, including calculations using fractions, percentages, and/or ratios.

**EDUCATION AND EXPERIENCE:** Any combination of education and experience that provides the required knowledge, skills and abilities.

Education: High school diploma or equivalent.

Experience: Job-related experience within specialized field is required.

Skilled Maintenance Worker

Required licenses, certificates, continuing education, training and other requirements:

- Valid driver's license.

**DESIRABLE QUALIFICATIONS:**

- N/A

**WORKING CONDITIONS:**

Environment: Outdoor/Indoor/Maintenance work environment. Seasonal heat and cold or adverse weather conditions. Driving a vehicle to conduct work. The job is performed under some hazardous conditions.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Significant lifting, carrying, pushing, and/or pulling.
- Frequent climbing and balancing.
- Frequent stooping, kneeling, crouching, and/or crawling.
- Significant fine finger dexterity.
- Generally, the job requires 5% sitting, 50% walking, and 45% standing.

Hazards:

- Working around and with machinery having moving parts.
- Exposure to chemicals and fumes.
- Exposure to fumes, dust, odors, oil/grease, gases.

**OTHER:**

Required Testing:

- Pre-employment Test.

Clearances:

- Criminal Justice Fingerprint/Background Clearance.
- TB Clearance.
- State Mandated Training

*Pleasanton Unified School District is an Equal Opportunity Employer. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.). Reasonable accommodations are made under A.D.A. as required by law.*