

**PLEASANTON UNIFIED SCHOOL DISTRICT
Job Description**

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

JOB SUMMARY:

Under the general supervision of a Program Administrator/Supervisor, perform a variety of general maintenance duties including preventive maintenance, installations and/or repairs to buildings and equipment; assist skilled and preventive maintenance staff with basic construction and mechanical repair including plumbing, painting, carpentry, masonry, metal work, HVAC, fire/security alarm, tile work, roofing, flooring, and welding.

ESSENTIAL FUNCTIONS:

- Assist skilled and preventive maintenance staff with general maintenance and repairs (e.g. unclogging drains, repairing broken water lines, inspection, standard repair and installation of playground equipment, gates, installing and repairing doors/locks, removing graffiti).
- Coordinate with administration and skilled and preventive maintenance staff to complete projects/work orders efficiently.
- Install system component parts, classroom and office equipment such as carpet, shelving, drinking fountains, AV mounts, tile; maintain facilities in a safe, comfortable and operating condition.
- Operate a variety of job-related equipment-according to safety standards and maintain tools and equipment including hand and power tools in safe and operating condition.
- Drive a District vehicle to conduct work.
- Prepare documentation using a computerized work order system; input data and provide written support to convey information.
- Inspect and repair various equipment, items, systems and/or components such as playground equipment, drywall, windows, concrete, and walls.
- Request equipment and supplies; maintain inventory to ensure the availability of required items.
- Respond to emergency situations and resolve immediate safety concerns.
- Transport various items such as tools, equipment, and supplies.
- Communicate with District personnel and outside agencies as needed to exchange information, coordinate activities, and resolve issues or concerns.
- Attend meetings and trainings related to assigned activities.

OTHER JOB-RELATED DUTIES:

- Perform related duties within the scope of their 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.
- Appropriate safety precautions and procedures.
- Proper lifting techniques.
- Codes, policies, regulations and/or laws pertaining to general maintenance.
- Basic English usage, grammar, spelling, punctuation and vocabulary.

Ability to:

- Participate in a variety of general activities involved in the maintenance and repair of designated facilities, utilities, and equipment.
- Perform non-skilled technical tasks with a potential need to upgrade skills in order to meet changing job conditions.
- Understand complex, multi-step written and oral instructions.
- Observe health and safety regulations.
- Maintain routine records related to work performed.
- Gather, collate, and/or classify data.
- Safely operate equipment used in general maintenance.
- Perform heavy physical labor.
- Organize and prioritize work to meet deadlines, timelines and schedules.
- 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.

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

OTHER:

Required Testing:

- Pre-employment Test.

Clearances:

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

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.