



LOMPOC UNIFIED SCHOOL DISTRICT

MAINTENANCE WORKER II

JOB SUMMARY:

Under the direction of the Director of Maintenance and Operations, provide skilled and semiskilled maintenance services with specific responsibility for maintaining facilities in safe operating condition; addressing immediate operation and/or safety concerns; assisting skilled trades; and ensuring that tools and materials are available at job site.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Transport tools, equipment and supplies to various job sites.
- Analyze sketches and diagrams to efficiently assist in the completion of maintenance tasks.
- Prepare written work orders and reports to provide written reference on the status of jobs.
- Repair custodial equipment and ensure equipment is in safe operating condition.
- Maintains vehicle, tools, and equipment in safe and working condition.
- Maintain required records and documentation as requested.
- Assist in maintaining facilities and ensuring they are in safe operating condition.
- Coordinate the completion of projects with other trades workers.
- Installs system component parts in classrooms, office, and facilities including electrical outlets, switches, lighting fixtures, doors, shelving, rain gutters, flooring materials, restroom fixtures, glass, plexiglass and towel dispensers.
- Secure appropriate materials and equipment to maintain inventory and to complete assignments.

OTHER DUTIES:

- Perform related duties as assigned.
- Participates in meetings and workshops.

REQUIRED QUALIFICATIONS:

Education and Experience:

Any combination equivalent to: high school diploma or equivalent and two years of performing a variety of semi-skilled to skilled maintenance work.

Licenses and other Requirements

- Valid California Class C driver's license.
- Criminal Justice Fingerprint/Background Clearance.
- TB Clearance.

Knowledge of:

- Standard practices of maintenance services.
- Standard shop/maintenance methods.
- Applicable building codes, ordinances and regulations of State and local authorities related to trades.
- Manual and electrical tools and equipment applicable to trades.
- Health and safety regulations.
- Basic record-keeping techniques.

- Proper methods of storing equipment, materials and supplies.

Ability to:

- Perform skilled and semiskilled maintenance services.
- Perform preventive maintenance and routine servicing of equipment.
- Interpret and work from plans, diagrams, and specifications.
- Follow oral and written instructions.
- Operate heavy and specialized machinery, equipment and tools utilized in the repairing, installing and maintaining facilities.
- Read and work from blueprints, shop drawings and sketches.
- Communicate effectively both orally and in writing.
- Understand and follow oral and written directions.
- Work cooperatively with others.
- Work independently with little direction.
- Meet schedules and timelines.
- Maintain routine records.

WORKING CONDITIONS:

Work Environment:

- Indoor and outdoor work environment.
- Regular exposure to fumes, dust, dirt, oil/grease.
- Driving a vehicle to conduct work.
- Generally, the job requires 5% sitting, 20% walking, and 75% standing.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate specialized equipment and tools.
- Hearing and speaking to exchange information.
- Seeing to read and perform electrical functions.
- Lifting, carrying, pushing or pulling heavy objects as assigned by the position.
- Reaching overhead, above the shoulders and horizontally.
- Bending at the waist, kneeling or crouching.
- Climbing ladders and working from heights.
- Standing for extended periods of time.

Hazards:

- Working around and with machinery having moving parts.
- Working at heights.
- Hazardous chemicals.
- Electrical power supply and high voltage.
- Working in a cramped or restrictive work chamber.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

FLSA Status: Non-Exempt

Board Approval Date: February 14, 2023

Personnel Commission First Reading: November 17, 2022

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Salary Range: 40