

## WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

---

**TITLE:** SKILLED MAINTENANCE WORKER

---

**BASIC FUNCTION:**

Under the direction and supervision of the Supervisor, Maintenance and Grounds, performs journey-level skilled work in various building/mechanical trades in the repair, construction and upkeep of District buildings, facilities and equipment; other related work as assigned.

---

**ESSENTIAL DUTIES:**

Performs a variety of rough and other carpentry work; cuts, fits, and installs doors, window frames and accompanying necessary hardware; installs paneling and other decorative materials; replaces and repairs partitions, floor, and ceiling tiles, and other items

Determines the grade, type, and size of glass or other materials necessary for the repair of broken windows; purchases, stores and inventories all necessary materials according to District guidelines.

Performs glazing work in the repair and replacement of glass; fits windows, sashes and screens.

Prepares sketches to lay out work; estimates costs for labor and needed materials.

Consults with department heads, school principals, teachers, custodial personnel and others in planning and scheduling maintenance, repair and remodeling projects

Remodels classrooms and the interiors of other District facilities.

Installs bookcases, cabinets, smartboards, chalk and bulletin boards and wallmounts.

Makes repairs to roofs and other exterior surfaces of buildings and facilities.

Rigs or erects, moves and works from ladders, scaffolding, and platforms as needed or required.

Maintains records of work projects. Establish an estimated cost for materials and a scheduled timeline in which to complete projects.

Operates a variety of specialized equipment and various hand tools related to assigned work.

Repairs, maintains and assures equipment is in safe and proper working condition

Operates assigned district vehicles in carrying out duties and responsibilities.

---

**OTHER REPRESENTATIVE DUTIES:**

Installs, repairs, and replaces light fixtures and other electrical outlets

May be assigned to perform semi-skilled work such as the servicing, repair, and replacement of pumps, motors, valves, thermostats, dishwashers, disposals, faucets and refrigerators.

May be assigned to supervise and direct the work of other skilled maintenance workers in the performance of their specialized trades.

Performs other related duties as required or assigned.

---

**ORGANIZATIONAL RELATIONSHIPS:**

Supervision: (1) Reports to and receives direction from the Supervisor, Maintenance and Grounds.  
(2) May assign work and supervise, on a project basis, other personnel assigned to assist in the setting up and/or performance of maintenance or remodeling projects.

Internal Contacts: Continuing contact with grounds and other maintenance personnel, school principals and other department heads, teachers, custodial and other district personnel.

External Contacts: Continuing contact with material supply sources. Some contact with sales people and contractors.

---

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Proper methods, materials, tools, and equipment used in semi-skilled and journey-level maintenance work.

Requirements of maintaining buildings and facilities in good repair.

Methods and procedures for proper handling, cutting, and installation of glass and related materials.

Trade tools, equipment, materials, methods and techniques used in skilled carpentry and in general maintenance repair.

Basic qualities and uses of various woods and other construction materials.

Tools and equipment used in the repair and replacement of electrical, plumbing, tile, and roof repairs.

Basic math.

Proper methods for servicing and maintaining assigned tools in proper working condition.

Technical aspects of glazing, rough carpentry work, installation of windows and doors, and remodeling of classrooms and other facilities.

Principles and practices for providing work direction and guidance to others.

Applicable laws, codes and regulations including fire, safety, handicap and related codes.

Health and safety regulations, and appropriate safety precautions and procedures in a school environment.

Interpersonal techniques using tact, patience and courtesy.

Basic record-keeping techniques.

**ABILITY TO:**

Determine grade, size and type of glass to be used in making repairs and installation.

Interpret a variety of instructions furnished in written, oral, and diagram form.

Replace and install a variety of glass.

Perform a wide variety of semi-skilled and journey-level carpentry work in the alteration, repair, and remodeling of buildings and facilities.

Plan and lay out work assignments; including estimating labor and material costs.

Interpret and work from blueprints, shop drawings, sketches, plans, and specifications.

Maintain routine records.

Use a variety of tools and power equipment in the performance of glazing, carpentry, tile setting, electrical, plumbing, and painting trades.

Perform shop mathematics.

Operate a district vehicle, observing safe, legal and defensive driving practices.

Perform heavy physical labor work independently with little direction

Understand and follow both oral and written directions.

Meet schedules and time lines.

Prioritize and identify needs and solve problems independently as appropriate.

Establish and maintain cooperative and effective working relationships with others.

Work courteously and tactfully with co-workers and public.

Read, interpret and follow rules, regulations, policies and procedures.

Adapt easily to work assignments, additional priorities and new procedures.

Receive constructive criticism and modify work appropriately.

---

**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.

The employee is regularly required to stand; walk; use hands to finger, handle or feel; reach with hands and arms above head; talk and hear. The employee frequently is required to stand, walk, stoop, kneel, crouch, climb or balance.

The employee must frequently lift and/or move objects or materials weighing up to 50 pounds; occasionally lift and/or move 100 pounds with assistance. Specific vision abilities required by this job include close vision, depth perception, peripheral vision, and the ability to focus.

**WORK ENVIRONMENT:**

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, fumes or airborne particles, and risk of electrical shock. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals, outside weather conditions, extreme heat, explosives, and vibration. The noise level in the work environment is usually loud.

---

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: (1) Graduation from high school; and (2) Three years of journey-level experience in the building trades or general building, including carpentry.

---

**LICENSES AND OTHER REQUIREMENTS:**

Possession and maintenance of a valid California Driver's License.

Insurability by the District's insurance carrier.

---

PREPARED BY:	Classified Personnel Department	DATE: 2/89
APPROVED BY:	Board of Trustees	DATE: 5/11/89
APPROVED BY:	Personnel Commission	DATE: 5/11/89
REVISED BY:	Personnel Commission	DATE: 6/20/06