



## JOB DESCRIPTION

**Position Code:** 771  
**Classified Group:** CSEA  
**Salary Range:** 42  
**Work Calendar:** 001  
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**POSITION TITLE:** School Projects Maintenance Specialist

**DEFINITION:** Under general supervision, performs a variety of skilled tasks associated with capital improvement, maintenance, and repair project planning, playground inspection and maintenance, and school beautification projects, as assigned.

**DIRECTLY RESPONSIBLE TO:** Manager, Maintenance and Operations

**SUPERVISION OVER:** N/A

**DUTIES AND RESPONSIBILITIES:** (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities that may be found in positions within this classification.):

1. Performs and/or oversees monthly safety inspections of school site playgrounds throughout the district.
2. Conducts routine safety audits of district school site playgrounds.
3. Maintains accurate records related to playground equipment and maintenance.
4. Ensures the installation and upkeep of proper signage for school site playgrounds.
5. Confers with school and district administrators on volunteer-based work at sites for beautification projects.
6. Serves as a liaison with supervisors and lead workers to ensure timely project completion.
7. Coordinates the preparation of assigned project design documents and sketches.
8. Develops and documents job specifications based upon project requirements and conducts initial estimates.
9. Compiles technical specifications/information for bid packages and coordinates bidding.
10. May confer with manufacturers, contractors, engineers, architects, public agency/utility representatives to obtain or relay information.
11. Coordinates site visits and project walk-throughs with contractors and department staff.
12. Monitors the progress of projects and prepares construction progress reports to management.
13. Participates in department and district meetings related to assigned projects, as required.
14. Determines appropriate job sequence plan and prepares project schedules.
15. Receives and processes dig permits.
16. Coordinates trailer installations and connections.
17. Inspects and monitors work for quality and compliance with contract documents, codes, plans and specifications.
18. Processes change order requests received.
19. Confers with appropriate inspectors, engineers, and architects.
20. Reviews and signs off on request/forms/documents at project completion.
21. Coordinates project close-outs with archives and project control systems.
22. Performs related work as required.

## **QUALIFICATIONS:**

### Education and Experience:

Any combination of education, experience, or demonstrated ability to perform job duties and a minimum of two years of experience as a Certified Playground Safety Inspector (CPSI) directly involved in the inspection, maintenance and repair, or installation of playground equipment; college or technical school level classes in engineering or construction technology preferred; minimum of five years of experience in the construction or maintenance of buildings may be substituted for the two years of playground experience required.

### Licenses and Certificates:

- Valid Certified Playground Safety Inspector (CPSI) certification issued by the National Park and Recreation Association within 30 days of the next scheduled testing period available
- Valid Class C driver's license issued by the California Department of Motor Vehicles within 30 days of hire or before driving any vehicle requiring this license

### Knowledge, Skills, and Abilities:

- Knowledge of the tools, methods, materials and terminology used in construction and maintenance trades including modern high technology infrastructure
- Knowledge of applicable state and local regulations and codes
- Knowledge of the practical application of the Consumer Product Safety Commission and American Society for Testing and Materials (ASTM International) guidelines
- Knowledge of the American with Disabilities Act (ADA) regulations applicable to playground safety
- Knowledge of principles of estimating and scheduling
- Knowledge and skill in use of computers and assorted software programs
- Ability to understand and follow verbal and written instruction
- Ability to work independently, with minimum direction, and make decisions within the framework of established guidelines
- Ability to read and understand blueprints, diagrams and schematics
- Ability to prepare rough sketches of work and estimate materials and labor
- Ability to work effectively with all levels of district staff, members of the community, contractors and consultants
- Ability to communicate effectively both verbally and in writing with all levels of district staff and members of the community
- Ability to coordinate a variety of projects and multiple concurrent projects
- Ability to establish priorities and meet deadlines
- Ability to maintain consistent, punctual and regular attendance

## **WORKING CONDITIONS:**

### Work Environment:

- Indoor/outdoor work environment
- Exposure to seasonal hot/cold weather
- Moderate noise
- Frequent interruptions and significant distractions

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).

- Inspect documents and other written materials with fine print
- Operate tools and equipment requiring repetitive hand movement and fine coordination
- Communicate to exchange information both in person, in small groups, and/or on the telephone
- Position self to perform work on a ladder or on the ground
- Moves about facilities to conduct work, including walking, sitting, kneeling, crouching, climbing, or remaining in a stationary position for extended periods of time

Hazards:

- Exposure to fumes, airborne particles, and toxic or caustic chemicals
- Work in high or precarious places
- Work in confined spaces

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: 12/11/2019