3/30/2020
September 2016
FLSA: Non-Exempt
Range: Level I - 12
Range: Level II - 18

MAINTENANCE WORKER I/II

DEFINITION
Under direct or general supervision, performs a wide variety of technical maintenance, repair, installation, alteration, and construction activities which may involve carpentry, plumbing, glazing, painting, locksmith, mechanical, heating, ventilation, air conditioning, and electrical trades work to improve, maintain, and renovate District buildings, facilities, and equipment; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED
Receives direct or general supervision from the Director of Maintenance and Operations.

CLASS CHARACTERISTICS
Maintenance Worker I: This is the entry-level class in the Maintenance Worker series. Initially under close supervision, incumbents with basic maintenance experience learn systems, grounds, facilities, use of tools and equipment, and a wide variety of practices and procedures. Positions at this level usually perform most of the duties required of the positions at the II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. As experience is gained, assignments become more varied and are performed with greater independence.

Maintenance Worker II: This is the journey-level skilled maintenance classification that performs duties in the following trades: carpentry, plumbing, glazing, painting, locksmith, mechanical, heating, ventilation, air conditioning, and electrical, to ensure that all District buildings, facilities, and equipment are maintained in a safe and effective working condition and provide the highest level of safety for student, staff, and public use. Incumbents are expected to work independently and exercise judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

- Maintains and repairs District facilities, equipment, and buildings by performing a wide variety of carpentry, electrical, painting, plumbing, glazing, locksmith, heating, ventilation, and air conditioning, and mechanical repair work.
- Performs maintenance on District electrical systems; repairs and replaces light fixtures, ballasts, switches, fuses, circuit breakers, conduits, and other electrical accessories; troubleshoots, repairs, and runs circuits.
- Performs installation and repairs on water, sewer, and natural gas lines and other systems and plumbing fixtures; replaces broken pipes, cleans plugged drains, replaces washers and gaskets, replaces faucets and valves, inspects grease traps, and flushes sewer lines; installs, maintains, and repairs drains, hot water heaters, and garbage disposals.
- Repairs, adjusts, and performs preventative maintenance on heating, ventilation, and air conditioning (HVAC) and refrigeration systems; identifies problems and performs minor repairs; troubleshoots and evaluates HVAC units for parts or unit replacement.
- Performs journey-level carpentry work, including the construction, installation, remodeling, and repair of cabinets, partitions, walls, doors, roofs, foundations, and other carpentry work.

- Provides locksmith duties for District facilities, including checking and repairing door locks, cabinet and file locks, and other hardware, and providing re-keying services.
- Prepares surfaces for painting or repainting; appropriately applies paint, varnish, shellac, enamel, lacquer, and other protective or decorative finishes to various interior and exterior surfaces using and operating the appropriate equipment.
- Operates, maintains, and repairs a variety of tools and specialized equipment required for carpentry, electrical, painting, plumbing, glazing, locksmith, heating, ventilation, and air conditioning, refrigeration and mechanical repair work in a safe and accurate manner.
- Inspects structures; recommends special work required or necessary facility maintenance.
- Coordinates assigned services and activities with those of other departments and outside contractors, vendors, agencies, and organizations.
- Maintains records and logs of daily activities; reads blueprints; maintains and updates building specifications and operations and maintenance manuals.
- Responds to emergency facility situations for the purpose of resolving immediate safety concerns.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, methods, equipment, materials, and tools used in maintenance and repair of District buildings, facilities, and equipment, including carpentry, electrical, painting, plumbing, glazing, locksmith, heating, ventilation, and air conditioning, and mechanical repair work.
- Principles, theories, and standard practices of several maintenance trades as they apply to maintenance and repair of structures and equipment.
- The operation and maintenance of a variety of hand and power tools, vehicles, and power equipment.
- Applicable Federal, State, and local laws, ordinances, regulations, and guidelines relevant to assigned duties.
- Basic arithmetic related to mechanical, electrical, and electronic components.
- Safe work methods and safety practices pertaining to the work, including the handling of hazardous chemicals.
- Principles of record keeping and procedures.
- Basic computer applications related to the work.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of service by effectively dealing with the parents, students, community and District staff.

Ability to:

- Perform a variety of complex technical tasks in the construction, maintenance, renovation, and repair of District buildings, facilities, and equipment.
- Perform basic preventative maintenance of equipment and tools.
- Skillfully and safely operate a variety of power and hand tools used in carpentry, electrical, painting, plumbing, glazing, locksmith, heating, ventilation, and air conditioning, and mechanical repair work.
- Work with heavy equipment requiring good motor coordination and physical strength.
- Perform heavy manual labor for extended periods of time in all types of weather.
- Troubleshoot maintenance problems and determine materials and supplies required for repair.
- Read and interpret construction drawings, specifications, plans, manuals, diagrams, blue prints, and technical regulations.
- Estimate needed materials and labor and secure sufficient quantities.
- Maintain established quality control standards.
- Maintain assigned work area in a clean, safe, and secure manner.
- Maintain accurate logs and records of work performed.

- Understand and follow oral and written instructions.
- Follow department policies and procedures related to assigned duties.
- Make accurate arithmetic calculations.
- Operate modern office equipment including computer equipment and software.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Must be able to pass strength and agility testing prior to employment
- Pass strength and agility testing prior to employment.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:
Maintenance Worker I/II: Equivalent to graduation from high school supplemented by additional specialized technical training in building construction, maintenance, or a related field.

Maintenance Worker I: One (1) year of experience performing skilled maintenance or construction work in at least one of the following trades: electrical, plumbing, painting, HVAC or carpentry.

Maintenance Worker II: Four (4) years of skilled maintenance or construction work in at least one of the following trades: electrical, plumbing, painting, HVAC or carpentry.

Licenses and Certifications:
- Possession of, or ability to obtain and working toward, current EPA certification to purchase and handle refrigerant types I, II, and III, IAW Section 608 of the Clean Air Act is required, or determined by Management, within six (6) months of hire
- Possession of a valid California Class C driver's license by time of appointment.

PHYSICAL DEMANDS
Must possess mobility to operate a motor vehicle and drive on surface streets; strength, stamina, and mobility to perform light to medium physical work, to operate varied hand and power tools and related equipment, and to climb and descend vehicles; vision abilities required include close vision, color vision, distance vision, peripheral vision, use of both eyes, and the ability to adjust focus; and hearing and speech to communicate in person and over the telephone or radio. The job involves work requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate above-mentioned tools and equipment and to operate vehicles, objects, or controls. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work vehicles. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds with the use of proper equipment.

ENVIRONMENTAL ELEMENTS
Employees primarily work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, and dust, chemicals, and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.