



OCEAN VIEW SCHOOL DISTRICT  
Personnel Commission



## MAINTENANCE WORKER

### JOB SUMMARY:

Under general supervision of the Maintenance and Operations Manager, performs a wide variety of semi-skilled maintenance, custodial, central warehousing, delivery, gardening and grounds repair work; may assist others or work independently in performing assigned tasks. Assists other workers in highly skilled and journey level trades.

### CLASS CHARACTERISTICS:

The Maintenance Worker requires independent performance of a wide variety of semi-skilled level work. This class is distinguished from other classes in maintenance, grounds, custodial, and the warehouse in that incumbents serve as backup, assistant and substitute for absent Maintenance and Operations and grounds personnel and are assigned as needed throughout the District. Initially under close supervision, incumbent learns and performs a variety of semi-skilled routine duties. With experience incumbents are expected to perform routine projects or preventative maintenance assignments independently.

### REPRESENTATIVE DUTIES (*E denotes an essential function of the job.*):

#### May be required to perform any or all of the following duties as assigned

Assist skilled and journey-level crafts and trades persons, and/or perform semi-skilled work in a variety of construction, grounds, maintenance, mechanical and repair tasks; *E*

Make routine and emergency repairs and adjustments to school buildings and facilities; *E*

Secure broken window areas, repair glass, mirrors; *E*

Replace ceramic, ceiling and floor tile, carpeting, plaster and drywall; *E*

Prepare surfaces for painting, assist in applying finishing coats; *E*

Repair, install, assemble/disassemble and assist in construction of doors, partitions, furniture, counters, restroom dispensers, fixtures and other items as directed; *E*

Make minor repair/replacement on electrical fixtures, plugs, and lighting components; *E*

Mix, pour, and perform rough cement finishing; *E*

Perform warehouse and delivery duties related to the general operation of a central receiving and standard materials storage warehouse as assigned; *E*

Perform grounds keeping and gardening duties such as mowing, edging, weeding and trimming shrubbery as assigned; *E*

Perform various routine custodial duties at sites throughout the District as assigned; *E*

Utilize a wide variety of hand and power tools and equipment;  
Operate various District motorized equipment and vehicles;  
Load, unload, move materials and equipment; perform heavy manual labor;  
Make copies or work orders, and maintain record of receipts for purchases;  
Perform other duties as required to accomplish the objectives of the position.

**SUPERVISION:**

Supervision is received from the Maintenance and Operations Manager.

Supervision is not exercised over other employees.

**MINIMUM QUALIFICATIONS:****Knowledge of:**

- Basic operations and tools employed in building maintenance, crafts, mechanical and grounds work;
- Appropriate safe working, health and safety precautions and procedures;
- Basic gardening and grounds maintenance work (mowing, edging, raking, planting and weeding);
- Methods, materials, tools and equipment used in custodial and light building maintenance work;
- Preventative maintenance principles and practices;
- Basic shop math.

**Ability to:**

- Perform semi-skilled work in a variety of the maintenance or mechanical, grounds, warehousing and/or custodial areas;
- Safely operate a variety of grounds maintenance and motor vehicle equipment;
- Safely utilize a wide variety of hand and power tools and equipment;
- Learn to work from simple blueprints, diagrams, technical trade manuals;
- Perform strenuous physical work in outdoor weather conditions without close supervision;
- Understand and carry out oral and written instructions;
- Perform simple and repetitive tasks;
- Establish and maintain effective interpersonal relationships using tact, patience and courtesy;
- Keep simple accurate records.

**EMPLOYMENT STANDARDS:**

**Education:**

- Individuals possessing the foregoing knowledge, skills and abilities are considered to possess the education necessary to succeed in this class.

**Experience:**

- One (1) year of experience performing un-skilled to semi-skilled work in general maintenance as described above.
- Or
- One (1) year of successful work experience as a maintenance helper, custodian or groundskeeper for the Ocean View School District.

**LICENSE REQUIRED:**

Possession of a valid and appropriate California Driver License.

**PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:**

Frequently stands, walks, stoops, bends, and kneels; climbs ladders and maintains balance; does heavy work, occasionally digging holes & trenches, lifting, carrying, pushing objects weighing up to 75 pounds; repetitively uses fingers on both hands, twists and exerts pressure with wrists and hands, and reaches over head to perform work; uses both hands/legs simultaneously; requires rapid mental/muscular coordination; communicates clearly and is able to understand normal voice conversation; requires hearing over a broad range of frequencies; has good depth perception and normal color vision; visual acuity sufficient to see small details, and distance vision sufficient to safely operate equipment on school grounds; works in various lighting conditions; works with a variety of powered equipment and sharp tools; works outside subject to ambient temperature changes; frequently exposed to fumes, odors, dust, and occasionally to toxic materials; has direct contact with District staff; works without direct guidance from supervisor; wears safety equipment appropriate to the job. Employment is contingent upon passing a physical examination and back evaluation test. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Class established approximately 1981

Last occupied 1994

Last revised 5/95

Approved reactivation and revisions by Personnel Commission 10/9/08

Job Description Review and Revisions Effective 4-10-14

Semi-Skilled is defined as: an employee who has sufficient knowledge of the particular job to do respective work and simple job with guidance and the help of simple tools and equipment.