

COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: GENERAL MAINTENANCE WORKER

Range 47

BASIC FUNCTION:

Under general supervision of an assigned supervisor, perform a variety of semi-skilled and unskilled building and maintenance work.

DISTINGUISHING CHARACTERISTICS:

This position is considered to be an entry level classification from which the incumbent will receive the training necessary to progress to the level of Skilled Maintenance Worker when a vacancy occurs and all qualifications are met. Incumbents will begin under close supervision of an immediate supervisor and progress to general supervision during the probationary period.

REPRESENTATIVE DUTIES:

Perform a variety of semi-skilled and unskilled building and maintenance work. *E*

Make routine and emergency repairs and adjustments to school buildings and facilities independently or with others. *E*

Repair articles and structures of wood such as doors, partitions, counters and furniture. *E*

Repair floors, walls and ceilings. *E*

Perform general plumbing repairs such as replacing faucets, fixtures, washers and gaskets. *E*

Cut, thread, assemble and install piping. *E*

Clean drains and lines of other plumbing fixtures. *E*

Replace receptacles, fixtures, sockets, drop cords and switches. *E*

Mix paint; prepare surfaces for painting, including sanding, filling and priming; use paint brushes and spray equipment. *E*

Repair and maintain such things as playground equipment, grease traps, vinyl tile, ceramic tile, roofs, gates and fencing. *E*

Use a wide variety of hand tools and power equipment; make minor mechanical repairs; operate a service truck. *E*

Make minor installation of hardware. *E*

Assist other maintenance personnel with daily work assignments as directed.

Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Common tools and equipment used in carpentry, painting, electrical service, plumbing, and similar maintenance activities.

Basic tools, equipment, terms and practices used in building maintenance and repair work.

Requirements of maintaining buildings and equipment in a safe, clean, and orderly condition.

Preventive maintenance principles and practices.

Applicable building codes, ordinances, fire regulations and safety precautions.

Work hazards and common job safety precautions.

ABILITY TO:

Perform a variety of maintenance repairs covering several trades at the unskilled to semi-skilled level.

Operate a wide variety of hand and power tools and equipment.

Use basic tools skillfully and safely.

Observe health and safety regulations.

Maintain routine records related to assigned activities.

Meet schedules and timelines.

Understand and follow oral and written directions.

Communicate effectively both orally and in writing.

Perform simple and repetitive tasks.

Drive motor vehicle safely to various sites to perform duties of position.

EDUCATION AND EXPERIENCE:

Education: **High** School graduate or the equivalent. Proof required.

Experience: Six months of experience performing general maintenance of buildings.

Testing: Passing score on the District General Maintenance Worker test, within the last three years.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License. Proof required.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.

Subject to noise from equipment operation.

Regular exposure to fumes, dust, dirt, oil/grease.

Driving a vehicle to conduct work.

PHYSICAL ABILITIES:

- Dexterity of hands and fingers to operate a variety of specialized equipment and tools.
- Seeing to observe needed and completed repairs.
- Climbing ladders and working from heights.
- Reaching overhead and horizontally.
- Standing for extended periods of time.
- Walking over rough or uneven surfaces.
- Lifting heavy objects (up to 75 pounds).
- Bending at the waist, kneeling or crouching.

HAZARDS:

- Vapors from paints and solvents.
- Working in a cramped or restrictive work chamber.
- Working with power saws and flying debris.
- Working at heights on ladders or scaffolding.

Created 12/7/15
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