

VICTOR ELEMENTARY SCHOOL DISTRICT
JOB DESCRIPTION
(Classified Bargaining Unit)

POSITION:

Maintenance Person 1

**POSITION
DESCRIPTION:**

Directly responsible to the Maintenance and Grounds Supervisor. Under direction from the Maintenance and Grounds Supervisor, performs a variety of skilled work in the repair of district buildings, facilities, grounds and equipment in order to provide a safe and orderly environment for students and staff. Performs other related work as directed.

**ESSENTIAL JOB
FUNCTIONS:**

1. Repairs, replaces or installs floor tiles, ceiling tiles, glass, doors, partitions, security doors, windows, and locks
2. Performs basic HVAC maintenance and assists specialist
3. Performs carpentry work, including new installation and repairs
4. Performs plumbing work, including new installation and repairs
5. Performs basic electrical work, including troubleshooting and assisting specialist
6. Reads and works with blueprints, schematic drawings and applicable manuals
7. Installs, maintains, troubleshoots and repairs low-voltage, safety, security and communication equipment
8. Performs roofing work, including new installation and repairs
9. Repairs and maintains asphalt
10. Installs and repairs fencing
11. Performs masonry, concrete and plaster/stucco work repair and maintenance
12. Performs painting, including preparation and application
13. Delivers, sets up, installs, and performs basic repair of furniture, equipment and supplies
14. Performs basic maintenance and repair of playground equipment
15. Performs basic welding

16. Operates trucks, tractors, lifts and other job related equipment
17. Communicates and coordinates with outside contractors and vendors related to maintenance
18. Estimates time, materials and costs to complete assigned jobs
19. Accomplishes tasks in a safe, timely, and legal manner
20. Receives and processes work orders
21. Follows procedures for maintaining inventory and accounting for its use
22. Maintains cleanliness and removes debris after performing maintenance work
23. Communicates and works cooperatively with sites and co-workers
24. Reports safety, sanitation, and fire hazards to Maintenance and Grounds Supervisor
25. Attends training as directed
26. Performs other related duties as directed

**MINIMUM
QUALIFICATIONS:**

Licensing/Certifications:

- Possession of a valid California Drivers License with no Vehicle Code moving violation within the last 12 months of obtaining the position
- High School Diploma or equivalent

Knowledge of:

- Tools, materials, methods and terminology used in the building trades

Ability to:

- Safely use a wide variety of tools and equipment skillfully to complete assignments
- Estimate the scope of each work assignment
- Secure necessary tools and materials to complete assignments
- Perform a variety of maintenance and repair work
- Perform advanced skills in at least one of the trades
- Work cooperatively with others
- Understand and carry out oral and written directions
- Communicate effectively both orally and in writing
- Perform heavy manual labor

EXPERIENCE:

Required:

- A minimum of two (2) year of experience in general maintenance position in a large facility or school district and one year in a specific building trade

Desired:

- Additional years of experience in a specific building trade

EDUCATION:

Required:

- High School Diploma or equivalent

**WORKING
CONDITIONS:**

Environment:

- Indoor and outdoor environment
- Driving a vehicle to conduct work
- Exposure to fumes, dust and odors

Physical Demands:

- Lifting, carrying, pushing and pulling heavy objects as assigned by position
- Ability to operate a variety of specialized equipment and tools
- Visually inspecting systems and reading/comprehending a variety of materials
- Hearing and speaking to exchange information
- Standing for extended periods of time
- Bending at the waist, kneeling or crouching
- Climbing ladders
- Heavy physical labor

Hazards:

- Exposure to extreme weather conditions
- Working around and with machinery having moving parts
- Hazardous chemicals
- Working at heights up to 50'
- Electrical power supply and high/low voltage
- Working in a cramped or restrictive work area