



## JOB DESCRIPTION

### Maintenance II



<b>Reports to:</b>	Maintenance, Operations and Transportation Manager	<b>Employment Group / Salary Range:</b>	Classified Range K
<b>Dept:</b>	Maintenance, Operations and Transportation	<b>FLSA:</b>	Non-exempt
<b>Annual Work Days:</b>	261	<b>Formal Review Date: Board Approval Date:</b>	6/23/23 7/10/23

### PRIMARY FUNCTIONS

Under general supervision, performs semi-skilled maintenance and repair of District buildings, facilities, and related equipment; assists skilled facilities maintenance and repair employees in minor plumbing, minor electrical, carpentry and general maintenance; maintains facilities in a safe and secure condition; and performs related duties as assigned.

### ESSENTIAL DUTIES & RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Individually or as part of a crew, performs a variety of preventive maintenance and repairs on District buildings, facilities, parking lots, and other infrastructure; assists journey-level skilled trades employees involved in inspecting, maintaining, servicing and repairing District facilities and equipment.
- Constructs, assembles and installs benches, desks, tables and chairs; operates power saws, routers, planers, sanders, joiners and other woodworking equipment.
- Repairs doors, windows and frames; installs, repairs or replaces locks, handsets, latches, hinges and related hardware.
- Prepares and paints a variety of interior and exterior surfaces; applies wood finishes, stains and sealers; performs graffiti abatement; performs or assists with demolition, framing and drywalling.
- Breaks and removes asphalt and pavement; digs, shovels, hauls and loads soil, dirt, sand, gravel, cement, asphalt mixes and other materials; performs masonry, concrete and asphalt repair.
- Installs signage; performs ongoing upkeep of existing District signage.
- Performs basic equipment maintenance; changes oil, filters and tires and performs safety checks.
- Performs basic plumbing repairs and/or assists with replacing plumbing fixtures, toilets and bathroom hardware; repairs leaks; cleans and clears clogged drains and obstructed sewer lines; assists in repairing water pipes and sewer lines.

- Performs basic electrical repairs including replacing or repairing outlets, switches and lights; assists electrician with maintenance and repair of motors, circuits, relays, panels and other major electrical projects; adjusts thermostats.
- Sets up and tears down chairs, tables, stages and other equipment for events and classes; moves furniture and equipment.
- Uses or operates a variety of hand, power and shop tools or equipment to perform minor carpentry, plumbing, painting, mechanical, masonry and concrete repairs; operates a light-duty truck and power washing equipment; properly loads and unloads tools and equipment; maintains tools and equipment in safe working condition.
- Maintains daily work records and activity reports; maintains parts and materials inventory; participates in meetings and safety training.
- Safely disposes of hazardous waste, chemicals and biological materials.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Education and Experience:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Graduation from high school or a GED program and two years of experience in building and facilities maintenance; or an equivalent combination of training and experience.

### **Licenses, Certificates and Other Requirements:**

- A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program may be required in some assignments.
- Forklift, scissor lift and aerial lift certification must be acquired within 90 days of employment or promotion.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge of:**

- Basic repair methods, standards, materials and equipment involved in the operation, inspection and maintenance of District facilities, including plumbing, carpentry, locksmithing, painting and minor electrical.
- Basic knowledge of HVAC, plumbing and mechanical systems.
- Operation of hand and power tools and equipment common to several maintenance and repair trades.
- Surface preparation techniques for paint application; appropriate painting techniques and methods.
- Applicable federal, state and local laws, rules and regulations including applicable OSHA rules and regulations.

- Safety policies and work practices applicable to the work being performed.
- Regulations and applicable laws regarding the use and disposal of various hazardous materials.
- Basic English.
- Basic computer operations.

**Skills and Abilities to:**

- Respond to work orders and complete facilities maintenance assignments independently without immediate supervision.
- Safely operate and maintain a variety of facilities maintenance tools and equipment.
- Read and interpret blueprints, shop drawings, manuals and specifications.
- Perform minor maintenance repairs as assigned.
- Prepare and maintain basic records accurately.
- Communicate effectively, both orally and in writing.
- Understand and follow written and oral instructions.
- Operate a computer and use standard business software.
- Uphold the District's mission, values and objectives.
- Establish and maintain effective working relationships with all those encountered in the course of work.
- Understand and be sensitive to and respectful of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students, faculty and staff.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**Physical Demands:**

While performing the duties of this class, the employee performs heavy physical labor with standing and walking for extended periods; walking over rough or uneven surfaces; frequent pushing, pulling, lifting and carrying of heavy objects weighing up to 50 pounds unaided and 75 pounds with assistance; frequent bending, stooping and kneeling; working on ladders, scaffolding and rooftops for extended periods; repetitive use of upper extremities; manual dexterity to safely operate motorized equipment and vehicles.

**Mental Demands:**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; analyze and solve problems; use shop math; observe and interpret situations; learn and apply new information or new skills; work under deadlines with constant interruptions; and interact with District staff, other organizations and the public.

**WORKING ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

The employee works in outside weather conditions including extreme heat; exposure to sun for extended periods; and on slippery or uneven surfaces. The employee is subject to exposure to dust, dirt, oil/grease, gasoline, diesel fuel, smoke and pollen; to hazardous materials such as paint, solvents and other toxic chemicals and fumes; to extreme noise and fumes/exhaust from equipment and vehicle operation. The employee works with or around dangerous equipment and machinery with moving parts. The employee wears personal protection equipment.

The employee may be required to travel to locations other than the assigned work site and to adjust to work schedule changes and requirements to work overtime.

**EMPLOYEE CERTIFICATION OF JOB DESCRIPTION**

I hereby acknowledge I have read and understand the content of this job description. I have had the opportunity to ask questions and have those questions answered about the general duties and responsibilities of this job. I understand that the job description may be revised from time to time in the future by the Patterson Joint Unified School District Governing Board in consultation with my professional association as needed and where applicable.

I understand and agree nothing in this job description should be construed as a contract of employment. My employment with the Patterson Joint Unified School District is contingent upon execution of a signed contract approved by the board of trustees. Continued employment is subject to my adherence to board policy, state and federal laws, the collective bargaining agreement between my association and the district where applicable, and my performance evaluation.

I further acknowledge that it is my responsibility to notify my supervisor immediately in the event I may need reasonable accommodations to perform the primary functions, general duties and responsibilities, or the physical, mental and social requirements of this job.

\_\_\_\_\_  
***Employee Signature***

\_\_\_\_\_  
***Date***

\_\_\_\_\_  
***Name Printed***