

PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: July 20, 2005
Revisions Approved: November 20, 2024
Salary Schedule: 20; Row: 27

The Governing Board desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law. The Board prohibits district employees from discriminating against or harassing any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation. BP 4030 The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation. BP 4119.11, 4219.11, 4319.11

JOB TITLE: SENIOR SKILLED MAINTENANCE WORKER

JOB PURPOSE STATEMENT: Under the supervision of the Director of Maintenance & Operations or Designee to maintain facilities in a safe operating condition; maintain a preventive maintenance program; and resolve immediate operational and/or safety concerns.

JOB FUNCTIONS:

- Performs a variety of skilled and semi-skilled work in two or more of the trades areas, (i.e. general construction, flooring, carpentry, roofing, electrical, glazing, painting, plumbing, welding, metal work, and masonry).
- Inspects facilities, systems, machinery, and equipment requiring skilled maintenance trades.
- Installs machinery and equipment requiring skilled maintenance trades.
- Repairs systems, machinery, and equipment requiring the skills of maintenance trades.
- Determines preventive maintenance needs for a variety of systems and equipment and maintains these in accordance with manufacturer's specifications.
- Requests quotations to provide cost information, purchasing and securing items.
- Assembles, repairs and alters cabinets, desks, chairs, and other furniture including replacement of glides, wheels, and seats.
- Troubleshoot a wide variety of repairs related to maintenance and construction work.
- Installs, cuts, and modifies ceiling tiles and wallboard.
- Removes and replaces cove base, carpet coving and moldings.
- Builds, installs and maintains office and restroom partitions.
- Installs door frames and hangs doors.
- Maintains and repairs asphalt using cold patch.
- Installs, replaces and finishes drywall.

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JOB FUNCTIONS(continued):

- Makes repairs and adjustments to plumbing fixtures, including cleaning clogged drains.
- Uses forklifts, scissors/aerial lifts, hydraulic lifts, power and hand tools.
- Travel to various jobs sites as assigned
- Makes minor electrical repairs.
- Adjust, clean, and replace security cameras and lenses.
- Responds to emergency situations.
- Disposes of waste materials properly.
- Performs other related duties as assigned or needed.

JOB QUALIFICATIONS:

Knowledge of:

- Methods, practices, equipment, and materials used to perform skilled work in various building and construction trades including but not limited to; plumbing, carpentry, painting, electrical/electronic, framing and hardware, roofing, glazing, tile work and mechanical repair
- Building construction practices, laws and safety rules related to the construction and repair of public school buildings; plumbing, carpentry, painting, mechanical, framing and hardware, roofing, glazing and tile work, electric installation and repair.
- Operation of hand and power tools used in general maintenance functions in a safe and efficient manner.
- Diagrams used in installation and repair of electrical/electronic systems, plumbing fixtures, lighting, carpentry, painting and mechanical systems.
- Correct English usage, spelling, grammar and punctuation, basic arithmetic, record keeping, letter and report writing.
- Basic objectives, goals, District Policies and Procedures, and Administrative Regulations
- General customer service skills
- Appropriate safety and security precautions, practices, and procedures

Ability to:

- Perform highly specialized skilled work safely and proficiently using a variety of hand tools and power equipment associated with building repair, construction, installation, repair, troubleshooting and maintenance.

JOB QUALIFICATIONS (continued) :

- Estimate the scope and costs of work assignments and to secure the necessary tools and materials to complete each assignment.
- Quickly and effectively diagnose maintenance and repair problems, and take appropriate action for resolution.
- Read and interpret schematics and sketches accurately.
- Safely drive, operate, and tow a variety of vehicles and equipment trailers used in maintenance trades.
- Use respirators, for personal protection, as necessary
- Safely operate forklifts, scissors/aerial lifts and hydraulic lifts
- Work with a variety of chemical agents in a safe and effective manner
- Understand, interpret, and carry out oral and written directions
- Learn and utilize new and current equipment and technologies
- Compose correspondence independently
- Use independent judgment
- Create clear and comprehensive reports and records
- Establish and maintain effective working relationships
- Work under pressure, meet deadlines and establish priorities with minimal supervision
- Maintain confidentiality of privileged information
- Communicate effectively using correct grammar
- Makes standard arithmetical calculations with speed and accuracy
- Detect errors and troubleshoot
- Provide training and safety direction/instruction
- Operate a variety of equipment in a safe and efficient manner.
- Provide excellent customer service

EDUCATION:

- Graduation from high school or equivalent

EXPERIENCE:

- Two (2) years of experience in designated trade work or completion of formal apprenticeship training in a designated trade

LICENSES, CERTIFICATIONS, and/or TESTING:

- Valid Driver's License
- Evidence of driver insurability during the course of employment

WORKING CONDITIONS:

Environment:

- Office/school campus
- Subject to frequent interruptions
- Subject to driving a district vehicle to conduct work
- Noise
- Isolation
- Indoor/outdoor

Hazards:

- Exposure to loud noise, fumes, vapors and dust from equipment operation for prolonged periods of time
- Exposure to aggressive or uncooperative behaviors
- Exposure to adverse weather conditions
- Working in a cramped or restrictive work space
- Working around and with machinery
- Exposure to electrical power supply and high voltage
- Uneven terrain and surfaces

PHYSICAL ABILITIES:

- Visual acuity
- Hearing, at approximately 60 decibels, and speaking to exchange information
- Walking/Standing/Sitting for extended periods of time
- Exhibit a full range of motion for shoulders, wrists, elbows, hips, ankles, knees, neck, and back
- Dexterity of hands and fingers to operate specialized tools and equipment
- Mobility
- Bending, stooping and squatting
- Gripping and grasping
- Twisting at waist
- Kneeling, crawling, lie on back
- Climb slopes, stairs, steps, ramps, scaffolding, and ladders
- Work at various elevated heights
- Heavy work: working independently, must be able to lift up to 50 pounds; beyond 50 pounds, team lifting is recommended when feasible. Must be able to push and/or pull up to 100 pounds independently, lift 100 pounds with assistance.

Revised: August 30, 2024

Negotiated: November 1, 2024