JOB DESCRIPTION
Tahoe Truckee Unified School District

MAINTENANCE CRAFTSPERSON

Purpose Statement:

The job of Maintenance Craftsperson is done for the purpose/s of maintaining facilities for students, staff and public in safe operating condition; maintaining a preventive maintenance program; and assisting other personnel in performing skilled and semi-skilled maintenance to resolve immediate operational and/or safety concerns.

Essential Functions

- Assists in snow removal for the purpose of maintaining a safe environment.
- Assists maintenance personnel and other trades as may be required for the purpose of supporting them in the completion of their work activities.
- Attends meetings (e.g. safety, inservice, etc.) for the purpose of receiving information on new and/or improved procedures.
- Builds items (e.g. counters, temporary partitions, shelves, etc.) for the purpose of modifying and/or adapting facilities to specific needs.
- Inspects facilities, systems and their components for the purpose of identifying necessary repairs.
- Installs system component parts, classroom and office equipment and facility components (e.g. cabinets, furniture, fences, lighting, heating and ventilating systems, plumbing, etc.) for the purpose of completing projects safely and within established time frames.
- Maintains tools and/or equipment for the purpose of ensuring the availability of equipment in safe operating condition.
- Prepares documentation for the purpose of providing written support and/or conveying information.
- Repairs various items, systems and/or components (e.g. broken windows, roofs, building structures, floors, hand rails, stairs, lighting systems, sprinklers, plumbing fixtures, etc.) for the purpose of ensuring that items are available and in safe working condition.
- Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of required items.
- Responds to emergency situations for the purpose of resolving immediate safety concerns.
- Secures facilities and grounds for the purpose of minimizing property damage, equipment loss and potential liability to organization.
- Transports various items (e.g. tools, equipment, supplies, etc.) for the purpose of ensuring the availability of materials required at job site.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices; handling hazardous materials; operating equipment used in various trades; and planning and managing projects.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: safety practices and procedures; pertinent codes, policies, regulations and/or laws; and tools, methods and practices of various trades

ABILITY is required to schedule activities; collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; displaying mechanical aptitude; meeting deadlines and schedules; setting priorities; and working as part of a team.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget and/or financial guidelines. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the Organization's services

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 15% sitting, 70% walking, and 15% standing. The job is performed under with some temperature extremes and some hazardous conditions.

Experience Job related experience with increasing levels of responsibility is required.

Education Targeted job related education that meets organization's prerequisite requirements.

Required Testing

Pre-employment Proficiency Test
Physical Capacities Test

Certificates & Licenses

Valid Driver's License

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice/Fingerprint Clearance
TB Clearance
Pre-employment Medical Assessment
Drug Screening

FLSA Status	Approval Date	Salary Grade
Non Exempt		Classified 29