

CLASSIFIED JOB DESCRIPTION

GENERAL MAINTENANCE

JOB SUMMARY:

Under general supervision, performs a variety of skilled jobs in the maintenance of equipment, buildings, and grounds, and performs other duties as assigned.

ESSENTIAL JOB FUNCTIONS:

- Builds and assembles playground equipment, lunch tables, and office equipment; structures, interwalls/additions; retaining walls, sidewalks, and other masonry projects, and brackets/braces.
- Installs various items, such as playground equipment, office partitions, and portable classroom foundations.
- Repairs and maintains items vandalized and deteriorated, fences, tables, exterior and interior walls, flooring, and roofing within the District.
- Replaces defective parts, such as hydraulic hoses, filters, tie downs, clamps, and accessories on District equipment.
- Assists and supports other trades as needed.
- Transports self, equipment, materials, and outside helpers.
- Operates hand powered and heavy equipment, trucks, and vans.
- Communicates with school officials, supervisors, coworkers, and vendors.
- Documents job and work orders, costs, estimates work activities, and problems or issues.
- Directs other less experienced employees and temporary employees/helpers.
- Procures materials, supplies, and equipment.
- Prepares time and materials, cost estimates, purchase orders.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Evidence of four years successful skilled construction and maintenance experience, or four years as an entry level within the District, including four successful years of evaluations.
- Ability to follow oral and written directions; mechanical ability; physical strength and agility; drive light truck and other mechanized equipment; and read blue prints and specifications.
- Knowledge of the practices, tools, equipment and materials used in the maintenance of equipment, buildings and grounds.
- High school diploma or GED required.
- Must possess a valid California driver's license. Must have a good driving record. Must be insurable under the District's insurance program and must maintain insurability.
- Must be willing to carry a pager and respond to off-hour calls.

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- Must be willing to complete asbestos and lead training and perform asbestos and lead removal.
- Maybe required to work weekends.

Classified Salary Schedule: Range 33

BOARD APPROVED: 10/01/96

REVISION DATES: 10/19/04

12/10/14

07/17/23

08/09/2023