



Excellence for all.

Job Title: Senior Maintenance Worker

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Basic Function:

Under the direction of the Director of Facilities, Maintenance and Operations and/or assigned designee, performs work in the repair, alteration and maintenance of District buildings, facilities, and equipment; performs journey-level work in the maintenance, repair, construction, alteration, forming, framing, and finishing of District buildings and facilities; estimates supply needs and costs; orders supplies; assists other maintenance personnel with projects as assigned.

Distinguishing Characteristics:

The maintenance family of job descriptions clarify how each job within the classification fits within the organization and to assist in identifying key differences between classifications which may appear otherwise similar. The Senior Maintenance Worker is the journey-level classification in the series. Incumbents work independently in the maintenance trades and perform semi-skilled to skilled activities in the maintenance and repair of District building, facilities, and equipment. The Maintenance Worker is the entry-level classification in the series. Incumbents work under general supervision and perform semi-skilled activities in support of various maintenance trades such as plumbing, electrical, carpentry, locksmith, and painting.

Representative Duties:

Essential Functions:

- Maintain District standards of excellent customer service and professional behavior in various and sometimes challenging situations.
- Access and monitor District email daily to receive important updates from school and District administration.
- Participate in staff development and in-service training programs as assigned.
- Perform skilled work in the repair, alteration and maintenance of District buildings, facilities, and equipment; maintains related records.
- Perform repairs to electrical and plumbing fixtures, equipment, systems, and other installations; replaces light fixtures, switches and other electrical and plumbing accessories; unplug toilets and urinals and repair leaking faucets.
- Assist in the operation, inspections, repair, installation, and alteration of heating, ventilating and refrigeration systems and related equipment and facilities; change filters.
- Perform skilled tasks related to a variety of building and equipment maintenance needs involving cement work, asphalt repair, furniture moving and other related activities.
- Perform routine locksmithing work as assigned; repair, adjust and change keyed and combination locks; repair lockers, door closures and panic devices. Installs and repairs door hardware including lock sets, panic bars, hinges, and door controllers.

- Repair and replace walls, flooring, ceilings, and roofing on buildings. Repairs roof leaks: patch and install ceiling tiles and new roofs; installs rain gutters as needed.
- Perform welding on playground equipment, benches, fences, and other equipment.
- Operate a variety of carpentry equipment including table saws, radial arm saws, band saws, routers, sanders, jointers, drills, nail guns, panel saws, compressors, and jig saws; maintain tools and equipment in safe working conditions; operates a District vehicle and forklift to conduct work.
- Prepare and work from blueprints, plans, drawings, specifications, and electrical schematics; diagram work projects as requested; prepare reports on work performed as directed.
- Perform a variety of masonry duties in the construction and repair of masonry walls, screens, retaining walls, benches, edgings, and facings.
- Construct, alter, repair, and inspect structures including cabinets, shelves, partitions, counters, doors, furniture, paneling, window frames, scaffolds, shelving, stairways, wheelchair ramps, bookcases, and a variety of special fixtures.
- Receive work orders to prepare, repair or paint failed or aged surfaces throughout the District; uses paint remover, scraper, sander, wire brush, pressure washer or other methods to clean and prepare surfaces for painting.
- Estimate materials and labor required for painting projects; maintains time, labor, materials, and inventory records.
- Provide work direction and guidance to helpers as assigned.
- Prepare new or previously painted surfaces for painting, staining, varnishing, and finishing.
- Prepare areas for painting by moving furniture; removing hardware; masking with paper, plastic, and tape; using drop cloths; and closing off areas.
- Remove graffiti using mechanical and chemical methods.
- Clean brushes, tools and other equipment used in painting and general building maintenance work; deep clean work areas; reads, interprets, and maintains Material Safety Data Sheets for painting supplies; works in compliance with applicable hazardous waste disposal laws and regulations.
- Remove and replace dry rot- and insect-damaged wood; treat wood for dry rot; treat and remove stains and mildew.
- Inspect roofs, patch roof leaks and potential roof leaks. Maintain watertight buildings by maintaining exposed ducting; reseal leaking ducts.
- Patch, repair, and install ceiling tiles, drywall, plaster, and cement plaster surfaces.
- Communicate with District staff and departments regarding upcoming and ongoing projects.
- Assist other maintenance and grounds departments as assigned.
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Other Duties:

- Performs related duties as assigned.
- May be assigned out of class work as prescribed by Merit Rules and Regulations.

Knowledge and Abilities:

Knowledge of:

- District standards of excellent customer service, interpersonal skills using tact, patience, and courtesy.
- Proper methods, materials, tools, terminology, and equipment used in the building maintenance trades.
- Operation and use of hand and power tools and equipment.
- Basic building codes, ordinances, fire regulations and safety and health hazards.
- Requirements of maintaining buildings and facilities in good repair.
- Health and safety regulations and procedures.
- Basic record-keeping techniques.
- Shop math applicable to the building trades.
- Proper methods of storing equipment, materials, and supplies.

Ability to:

- Understand and follow oral and written directions.
- Establish and maintain effective and cooperative working relationships with others.
- Communicate respectfully and effectively with students, staff, and the public.
- Learn and incorporate new skills, techniques and/or industry trends.
- Maintain regular and consistent attendance.
- Perform skilled work in the construction, renovation, maintenance and repair of building and facilities.
- Inspect facilities and equipment for maintenance and repair needs and fire, safety, and health hazards.
- Maintain routine records related to work performed.
- Operate a vehicle and a wide variety of power equipment and hand tools related to the building trades.
- Work from blueprints, shop drawings and sketches.
- Meet schedules and timelines.
- Observe legal and defensive driving practices.
- Work independently with little direction.
- Maintain accurate records.
- Estimate materials and supplies for projects.
- Perform general maintenance work in the repair of structures or equipment.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.

Education/Experience: Any combination equivalent to sufficient education, experience, and/or training to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: High school diploma required and two years journey-level experience involving construction, alteration, forming, framing, and finishing, building maintenance and repair. Successful completion of the Merit examination process is required.

Licenses Requirements: A valid California Driver License and proof of automobile insurance.

Working Conditions:

Environment: Indoor and outdoor work environment, driving a vehicle to conduct work, noise from equipment operation, driving a vehicle to conduct work, seasonal heat and cold or adverse weather conditions. Regular exposure to fumes, dust, and odors. Emergency call-out.

Physical Demands: Standing, sitting, and walking for extended periods of time. Dexterity of hands and fingers to operate a variety of heavy equipment and hand and power tools. Climbing ladders and working from heights. Bending at the waist, kneeling, or crouching. Lifting, carrying, pushing, or pulling heavy objects. Hearing and speaking to exchange information in person or on the telephone. Seeing to perform maintenance work. Heavy physical labor. Reaching overhead, above the shoulders and horizontally.

Hazards: Working around and with machinery having moving parts. Working on ladders or scaffolding. Electrical power supply and high voltage. Fumes from paints and solvents.

Emergency Conditions: Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Salary Range: 126

Revised by Personnel Commission: October 23, 2015; Standard Education/Exp language 9/27/17

Personnel Commission Classification/Compensation Study Approved: July 12, 2023