



Excellence for all.

Job Title: Senior Maintenance Worker II

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, perform work in the repair, alteration and maintenance of District buildings, facilities and equipment including tasks in electrical work, construction, carpentry, plumbing and painting. Estimates supply needs and costs; orders supplies; assists other maintenance personnel with projects as assigned. Perform skilled locksmithing work in the repair of keyed locks.

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 Sr. Maintenance Worker II 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 I 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, locksmithing, 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 maintenance and repair of District buildings, facilities, and equipment in a wide variety of the building trades including electrical, plumbing, carpentry, glazing, locksmithing, painting and others.
- Assist in the operation, inspection, repair, installation and alteration of heating, ventilating and refrigeration systems and related equipment and facilities; change filters.
- Perform skilled locksmithing work in the repair of keyed locks.
- Perform troubleshooting and repair to electrical fixtures, equipment, systems, and other installations; replace light fixtures, ballasts, switches, fuses, circuit breakers, conduits, and other electrical accessories.
- Perform skilled tasks related to a variety of building and equipment maintenance needs involving cement work, asphalt repair, furniture moving and other related activities.
- Repair and replace walls, flooring, ceilings, and roofing on buildings. Repair roof leaks: patch and install ceiling tiles and new roofs; installs rain gutters as needed.
- Perform servicing and maintenance to fixtures. Makes plumbing adjustments such as unclogging toilets and sinks, tightening toilet seats, adjusting of drinking fountains, cleaning water jets to enhance flows.
- Paint walls, doors, rooms, buildings, parking lots, and other surfaces. Prepares and finishes surfaces by scraping, using commercial paint removers, fills cracks and holes or sizing plaster walls.

- Construct, fabricate, assemble, install, repair, or replace doors, walls, signs, desks, counters, shelves, shelf units, benches, bleachers, forms, frames, window frames, fences, and stairways.
- Assist in the movement and setup of temporary buildings and structures.
- Assemble, adjust, and repair furniture. Move furniture and stage platforms including those used for special events and activities.
- Assist in the installation of and maintenance of roofs, baseboards, furniture, cabinets, shelving, bookcases, and bulletin boards at a school site.
- Replace and repair water, sewer and other plumbing fixtures and irrigation systems according to established procedures; repair and maintain valves, faucets, and fixtures; repair main water lines; clean out drains and remove obstructions in water and sewer lines.
- Install, maintain, and repair meters, bells, clocks, and other electronic equipment. Prepare and maintain records related to work orders, materials and assigned activities. Organize and lay out maintenance, repair, installations, and construction tasks; interpret plans, diagrams, blueprints, sketches, and specifications; estimate time, material, and equipment requirements for assigned projects.
- Working knowledge of keyless entry systems that are electronic and can be programmed for automatic and individual access.
- Makes duplicate copies of keys and issues and maintains District-wide record of keys issued to various schools and offices; maintains master and duplicate key files and records; prepares keys for duplication or from key codes; develops key codes.
- Operate and maintain a variety of hand and power tools and equipment such as drills, saws, presses, grinders, and pallet jacks.
- Monitor inventory levels of maintenance supplies and equipment; order, receive and maintain appropriate inventory levels of supplies and equipment.
- Communicate with personnel and various outside agencies to exchange information, coordinate activities, and resolve issues or concerns based on supervisor direction.
- Maintain various records related to safety, expenses, work orders, project status and assigned activities.
- Perform preventive maintenance on equipment and utilities including replacing and servicing parts and components.
- Communicate with District staff and departments regarding upcoming and ongoing projects.
- Move and arrange furniture and equipment for meetings and special events.
- Assist other maintenance and grounds departments as assigned.
- Model positive behavior and communication, promoting courtesy in all interactions.

Other Duties:

- Perform other 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.
- Work variable schedules to facilitate efficient project completion and special events.
- Working knowledge of building, grounds, or equipment maintenance, sufficient to independently perform projects and routine maintenance and repairs and help with assignments requiring advanced skill.
- Knowledge of the use, maintenance and minor repair of the various tools and equipment used in building maintenance and repair work.

- Setup and implement master keying systems. Cut and issue keys, card, and combinations.
- Knowledge of safe work practices, and the safety orders of the California OSHA related to area of specialty.
- Basic knowledge of pertinent Federal, State, and local laws, codes, and regulations in areas of specialization.
- Knowledge of and skill at using a computer and/or common office equipment to access work related information.
- Accurately maintain records and activity logs.
- Proper methods of storing equipment, materials, and supplies.
- Requirements of maintaining District buildings in a safe, clean, and orderly condition.
- Appropriate safety precautions and procedures.
- Proper lifting techniques.

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 heavy physical labor.
- Maintain tools and equipment in clean working order.
- Observe and report safety hazards and need for maintenance and repair.
- Perform general maintenance work in the repair of structures or equipment.
- Meet schedules and timelines.

Education/Experience: Any combination equivalent to sufficient education, experience, and/or training to demonstrate the knowledge and abilities listed above and successful completion of the Merit examination process is required. Typically, this would be gained through: High school diploma required and two years journey-level experience in one or more of the building maintenance trades or two years at or equivalent to the level of Sr. Maintenance Worker I with Pleasant Valley School District.

Licenses Requirements: A valid California Driver License and proof of automobile insurance. May require ALOA Fundamental Locksmith Certification or other specialized training; employees must fulfill certification or training requirement prior to completion of the six-month probationary period.

Working Conditions:

Environment: Indoor and outdoor work environment. Regular exposure to fumes, dust, and odors.

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: 128

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