MT DIABLO UNIFIED SCHOOL DISTRICT
Position Description

TITLE: General Maintenance Worker

REPORTS TO: Maintenance Manager

DEPARTMENT: Maintenance, Operations & Facilities

CLASSIFICATION: Classified

SALARY: Teamster Range 502

BOARD APPROVED: April 16, 2025

SUMMARY DEFINITION: Under direction and general supervision of the Maintenance Manager, performs a variety of routine maintenance, repair, and labor tasks to support the upkeep of school district buildings, grounds, and equipment. This position assists skilled trades personnel, such as electricians, plumbers, carpenters, and HVAC technicians, in completing repairs and installations while also performing general maintenance duties, in accordance with trade standards, in order to keep district facilities properly cared for and maintained as required. Technician may work independently or as a member of a crew, when assigned.

ESSENTIAL FUNCTIONS

E = Essential Functions (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

- Performs semi-skilled, routine general maintenance work in the repair, installation and alteration of a school district structures. **E**
- Uses appropriate tools and equipment to perform a variety of duties, including but not limited to clearing plumbing stoppages, hardscape demo, digging, trenching, installation of parts, loading materials to assist skilled trades workers in repairs, installations and troubleshooting. **E**
- Performs independent work to perform a variety of duties including installation of flooring materials, ceiling materials, wall materials, etc. for the purposes of completing repair work. **E**
- Assists in the installation, repair and maintenance of fixtures, equipment, and furniture, including window coverings, hardware, and other devices. **E**
- Perform preparatory and finishing tasks under the supervision of skilled trade worker. **E**
  Repair and maintain outdoor facilities such as playground equipment, fences, and hardscape surfaces including concrete and asphalt. **E**

- May assist in preventative maintenance work, including air filter replacement an other mechanical equipment parts, as assigned.
- Transports a variety of tools, equipment, and supplies for the purpose of ensuring their availability at job sites. May drive a truck with a trailer attachment.
- Collaborate, communicate and coordinate with Maintenance Manager and maintenance colleagues for the purpose of completing projects and work orders efficiently.
- Participates in meetings for the purpose of conveying and gathering information required to perform job functions.
- Procures equipment and supplies for the purpose of maintaining inventory and ensuring availability and functionality of items required to complete projects.
- May assist in the onboarding and training of new employees, by sharing best practices and departmental procedure.
- Loads, unloads and assists in maintenance of all equipment and equipment inventory.
- Identifies, reports, and assists with resolving safety, sanitary, and fire hazards as directed.
- Completes assigned work orders including closeout, tracking time and inventory.
- Ability to read and interpret blueprints, schematics, and maintenance manuals.
- May assist in emergency response to ensure the district facilities are secure and operational.
- Provides support for Civic Center Act by preparing buildings and/or site for events.
- Attend safety trainings and other certification trainings as required.
- Performs other job related duties as assigned.

JOB REQUIREMENTS: Qualifications, Skills, Knowledge, and Abilities

Basic principles of building and facility maintenance.
Proper use of hand and power tools.
Basic knowledge of multiple trades, including electrical, plumbing, carpentry, and HVAC.
Safety procedures related to maintenance work.
Ability to follow written and verbal instructions.
Effective problem-solving skills and attention to detail.
Physical ability to perform manual labor, lift heavy objects, and work in various weather conditions.
Ability to work independently and as part of a team.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

Indoor office or classroom environment, regularly around students, outdoors, and shop environment; drive a vehicle to conduct work; noise from equipment, regular exposure to fumes, dust and odors; and exposure to adverse weather conditions. Requires lifting heavy materials (50+ lbs), climbing ladders, working in confined spaces, and standing for extended periods. May involve exposure to hazardous materials, chemicals, and unsanitary conditions.

EDUCATION AND EXPERIENCE: High School Diploma or Equivalent. A combination of training and experience equivalent to 2 years of general construction and maintenance/laborer work experience. Verification required.

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LICENSES AND CERTIFICATES:

Possession of a valid California driver's license is required.

OTHER QUALIFICATIONS:

Must pass the District's pre-employment fingerprinting, pre-employment physical, TB testing and maintain District-insurable driving record.