

LAGUNA BEACH UNIFIED SCHOOL DISTRICT
Job Description: Maintenance Worker II

BASIC FUNCTION:

Under general supervision of the Director of Facilities and Sustainability and direction of site administrator(s), perform a variety of semi-skilled and skilled custodial, grounds, maintenance, repair, and construction tasks in the upkeep of school facilities.

ESSENTIAL DUTIES:

- Demonstrates leadership in assisting with and supporting the planning, organization, and work scheduling of maintenance and custodial work;
- Performs construction work in the basic maintenance trades such as carpentry, painting, electrical, plumbing, heating, air conditioning, locksmithing, and carpet and tile installation.
- Assists other maintenance personnel in the construction, installation, and maintenance of roofs, furniture, fences, playground equipment, cabinets, shelving, whiteboards, and bulletin boards.
- Assists in the installation, inspection, repair, and maintenance of gas and water lines and sprinkler watering systems.
- Strips and waxes floors, cleans carpets, and does other floor maintenance as necessary.
- Assists in the inspection, maintenance, and repair of heating, ventilating, and cooling systems to the degree of experience and training permit.
- Assists in the repair of door hardware and repairs door closures and codes and re-keys and changes door lock pins.
- Supports the master key code system; and makes minor electrical installations.
- May inspect, adjust, repair, and maintain electrical equipment and a variety of apparatus and devices.
- Loads, unloads, and drives maintenance service vehicles to and from work sites.
- Provides immediate and daily graffiti removal as necessary.
- Inspects and maintains safe play and recreation areas.
- Prepares surfaces and paints a variety of equipment, furniture, and facility physical structures. Performs semiskilled and skilled tasks of a general nature in maintenance, repair, and general cleaning.
- Cleans restrooms and other site areas unoccupied during the instructional day as scheduled by the administration.
- Sets up and arranges for events.

OTHER REPRESENTATIVE DUTIES:

- Reports necessary repairs to supervisor.
- Performs other skilled custodial functions as directed by the supervisor
- Pressure washing and does summer and break-time deep cleaning
- Assists in overseeing students during lunch periods
- Participates in in-service training programs; may perform other maintenance or custodial functions as required
- Other related duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Methods, materials, techniques, tools, and equipment used in repair, maintenance, and construction work

- Rules, regulations, and operational procedures pertaining to the repair, maintenance, and construction of large school buildings, machines, and equipment
- Safe working methods and procedures
- Basic computer skills, such as accessing the internet and e-mails

Ability to:

- Skillfully use a variety of tools and equipment utilized in one or more of the basic maintenance trades
- Work from construction plans, shop drawings, manuals, and sketches
- Maintain simple records and prepare reports with the use of a computer so that they can be filed appropriately on the district's digital storage system
- Understand and carry out oral and written directions
- Establish and maintain cooperative working relationships
- Use a computer-based work order system

MINIMUM QUALIFICATIONS:

Experience:

Two years of experience as a semiskilled or unskilled worker in one or more of the basic maintenance trades.

Education:

Equivalent to the completion of the twelfth grade, supplemented by training in one or more of the maintenance trades.

License Requirement:

Possession of a valid California Motor Vehicle Operator's License.

Condition of Employment:

Insurability by the District's insurance carrier.

Personal Qualities:

- Independent worker
- Maturity and good judgment
- Professional appearance
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills
- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy
- Commitment to professional responsibility
- High intrinsic motivation

WORKING CONDITIONS:

Environment:

- Indoor and outdoor work environment
- Regular exposure to fumes, dust, dirt, oil and grease

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is required to demonstrate:

- Ability to frequently stand, sit, reach, grasp, stoop, bend, twist, kneel, squat, and twist
- Ability to repetitively twist, tolerate pressure involving wrists/hands, and repetitively use hand, arm, and shoulder.
- Ability to frequently lift, push, pull, and/or move up to 15 pounds, occasionally move or lift up to 25 pounds, and occasionally move or lift up to 50 pounds with assistance.
- Ability to see for the purposes of reading documents, completing maintenance tasks, and for the safe operation of equipment
- Ability to hear and understand speech at normal levels in person or on the telephone
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to operate equipment with dexterity in a safe and efficient manner

Operation of Vehicles, Machinery, and Equipment Requirements:

- Ability to travel to a variety of locations within a reasonable time frame.

Mental and Emotional Requirements:

- Ability to understand and follow oral and written directions.
- Ability to work independently with little direction.
- Ability to concentrate to meet numerous deadlines.
- Ability to establish and maintain effective working relationships with others.
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments.
- Ability to exchange information.
- Ability to monitor student activities.
- Ability to learn the procedures, functions, and limitations of assigned duties.

Hazards:

- Working around and with machinery having moving parts.
- Working at heights.
- Power saws and flying debris or nails.
- Chemical fumes.
- Electrical power supply and high voltage.
- Subject to bloodborne pathogens, bodily fluids, and airborne particles

SPECIAL REQUIREMENTS:

Applicants must successfully pass the skill test administered by the District, and speak, read, and write in English.