

SAN YSIDRO SCHOOL DISTRICT

TITLE: Maintenance Person

DEPARTMENT: Maintenance/Operations

FLSA: Non-Exempt

REVISED: December 2023

REPORTS TO: Director of MOTF

CLASSIFICATION: Classified (12 month)

SALARY: Classified Schedule (Steps 16-20)

Board Approved: March 2024

BASIC FUNCTION: Under the direction of the Director of Maintenance, Operations & Facilities, the Maintenance Person shall work independently, as a member of a crew, or with the assistance of other personnel in the performance of his duties. His normal areas of responsibility shall include tasks associated with the building trades such as carpentry, painting, electrical, plumbing, and others.

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

- Responsible for alteration and repair of existing structures, or any portion thereof.
- Responsible for the construction of new structures, or items that may be used in the alteration, repair, or construction of an item necessary for his work, or that of others.
- Responsible for the repair and construction of furniture, cabinets, and other items essential to the operation of any school, or department.
- Responsible for the correct mixing and application sequence of all materials.
- Responsible for the preparation of all surfaces to be covered with a protective and/or decorative coating.
- Responsible for the brush, roller, or gun application of paints, varnishes, shellac, lacquer, and other types of protective and/or decorative finishes to existing or new structures, parts of a structures, cabinets, furniture, etc.
- Responsible for the repair of plaster, stucco, concrete, brick, blocks, or other such damage, or the utilization of any of these materials in the alteration or construction of a facility.
- Responsible for installation, maintenance, and minor repairs to electrical motors, bells, clocks, lighting, control, equipment, and other items utilizing electricity for power.
- Responsible for installation, maintenance, and minor repair of conduit.
- Responsible for the inspection of wiring, fixtures, and other items associated with electricity being used as a source of power.
- Responsible for maintenance and repair of air conditioning, heating, and ventilation systems.
- Responsible for maintenance and repair of district appliances as refrigerators, stoves, vacuums, dishwashers, etc.
- Responsible for the installation of plumbing such as pipes, traps, valves, etc. for both water and/or gas.
- Responsible for repair and maintenance of plumbing installation such as pipes, faucets, traps, drains, valves, flushes, drains, sprinkler systems, etc. for both water and/or maintenance.
- Responsible for the maintenance and operation of the sewer systems.

- Responsible for the repair and installation of the various types of flooring materials in existing and/or new facilities.
- Responsible for installation of others materials such as formica, tile, etc. where flooring materials may not be suitable.
- Replaces and/or installs windows and keeps them operational.
- Installs, repairs and changes locks.
- Responsible for keeping accurate and efficient records.
- Responsible for the care, maintenance, repair, and safe operation of all tools, equipment, vehicles keys, etc. entrusted to or used by him.
- Responsible for the cleanliness of the tools, equipment, vehicles, and areas of work.
- Responsible for the operation of trucks, forklifts, tractors, and welding equipment.
- Responsible for moving furniture and equipment on special occasions.
- The maintenance person shall have and be responsible for a master key to every building.
- The maintenance person shall be on 24-hour call as scheduled.
- The maintenance person shall seek to improve his professional background through additional training related to his work that may be expected of him due to changing conditions.
- The maintenance person shall assume other adjunct duties as may be assigned due to the needs of the district.
- Careful of appearance, posture, grooming, dress, and relationships with other people.
- Maintains a professional working relationship with other employees.
- Accepts criticism from supervisors and takes positive action in light of such criticism.
- Demonstrates qualities of initiative, dependability, resourcefulness, industry, and good judgment.
- Cooperates with other staff member and those with whom he comes in contact as a result of his work.
- Perform other duties as assigned.

KNOWLEDGE OF:

- Understand and carry out oral and written instructions.
- Communicate effectively with others.
- Safe driving practices and procedures.
- Effective driving procedures to insure low maintenance costs.
- Thorough knowledge of California Motor Vehicle Code, Title V, the Education Code requirements pertaining to pupil transportation in addition to district requirements.
- Thorough knowledge of the school district and San Diego streets, etc.
- Thorough knowledge of the mechanical functions of instruments, electrical, air, hydraulics, gas and other systems, apparatus, etc. required to make the bus mobile.

ABILITIES:

- Able to accurately compete records.
- Ability to pass physical examination as required.

MINIMUM QUALIFICATIONS:
EDUCATION AND EXPERIENCE

- Graduation from high school or equivalent.
- Strong fundamental knowledge of the proper care, maintenance, appropriate and safe usage of all materials, tools, equipment, vehicles, etc. used in maintenance work.
- Ability to understand and use oral and written communication effectively.
- Ability to perform mathematical calculations required in the performance of maintenance duties.
- Strong fundamental knowledge of and the ability to perform the various tasks associated with carpentry, painting, electrical, plumbing, flooring, glazing, locksmithing, and other trades utilized in the maintenance of school district facilities.
- Physical ability to perform the tasks required of maintenance personnel.
- Valid California Driver's License (School Bus and Automotive) and carries personal automobile insurance (Liability).
- Valid telephone number and address on file at all times.
- Two years' experience in the building trades, or equivalent experience and/or training.

WORKING CONDITIONS:

Employee in this classification work both inside and outside, in temperatures over 90 degrees, frequent temperature changes, with electrical hazards, dangerous equipment (i.e., table and band saws), inadequate lighting, and in the absence of supervision.

PHYSICAL REQUIREMENTS:

Applicants must be able to: stand, walk, lift up to 75 lbs., carry, pull, climb, simultaneously use both arms and legs, maintain balance, stoop, kneel repeatedly, reach overhead, repetitively use fingers or use wrists or hands while twisting or applying pressure, use both hands simultaneously, have rapid mental or muscular coordination, speak clearly, hear well, have depth perception and color vision and be able to distinguish shades, and see small