

Dry Creek Joint Elementary School District  
Job Description

**POSITION TITLE: MAINTENANCE WORKER**

|                 |                                                      |                 |            |
|-----------------|------------------------------------------------------|-----------------|------------|
| Classification: | Classified                                           | Work Year:      | 251 Days   |
| Department:     | Facilities, Maintenance, Operations & Transportation | Board Approval: | 07-17-2014 |
| Reports To:     | Director of F.M.O.T.                                 |                 |            |
| Salary Range:   | Classified Salary Schedule, Range 22                 |                 |            |

**BASIC FUNCTION:**

To perform skilled work in the maintenance and repair of district buildings, facilities, and equipment in areas of building trades to include electrical, plumbing, carpentry, and painting.

**REPRESENTATIVE DUTIES:**

- Performs a variety of skilled work in the maintenance and repair of District buildings, facilities, and equipment.
- Receives approved work orders and determines necessary tools, materials, and equipment needed to complete assignment.
- Performs carpentry work in the alteration, repair, and maintenance of buildings, including partitions, cabinets, floors, roofs, doors, windows, fences, furniture, sheds, scaffolds, and forms.
- May perform minor new construction such as sheds, fences, retaining walls, etc.
- Fits doors, windows, and screens.
- Installs and makes repairs to electrical wiring, switches, outlets, fixtures, and motors.
- Paints buildings and performs other painting tasks assigned; scrapes, sands, fills, or in other manner prepares surfaces for painting or repainting.
- Patches and repairs roofs and gutters.
- Cuts, threads, assembles, and installs pipe.
- Installs and makes emergency repairs and adjustments to plumbing fixtures and equipment including pipes, washers and gaskets, faucets, floats, and valves.
- Repairs and/or replaces door hinges, locks, thresholds, door closure, door jambs, and panic hardware.
- Cleans and performs maintenance and adjustments to heating/air conditioning units; changes filters, checks pilot lights, etc.
- Mixes, pours, and finishes concrete, stucco, and plaster.
- Installs and maintains sprinkler lines.
- Maintains tools and equipment in safe operating condition.
- Replaces window glass and repairs damage to walls.
- Performs welding work in repairing playground equipment, furniture, and fixtures.
- Operates a variety of hand and power tools including saws, welders, (acetylene and electric) drills, pipe threader, joiners.
- Loads and transports needed tools and equipment to work sites.
- Maintains work logs and records related to completed work tasks.
- Performs other duties similar to the above in scope and function as required.
- Any one position may not include all of the duties listed, nor do the listed examples include all the tasks which may be found in positions of this class.

**LICENSES AND OTHER REQUIREMENTS:**

- Valid California Driver License and evidence of insurability.
- TB Test Clearance.
- California Department of Justice Fingerprint Clearance.
- All other requirements by law or regulation.
- Minimum of three (3) years experience in general maintenance and construction work

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

- Methods, practices, and materials used in several areas of the building trades including electrical, plumbing, carpentry, and painting repairs safe use and operation of a variety of tools and equipment used in building repair/maintenance.

ABILITY TO:

- Use and operate safely a variety of hand and power tools, and other equipment used in building/equipment maintenance work;
- Read and interpret blueprints, sketches, and diagrams;
- Communicate effectively in both oral and written forms;
- Perform basic arithmetical calculations using addition, subtraction, multiplication, and division;
- Effectively estimate the scope of work assignments and to secure the necessary tools and materials to complete each assignment;
- Meet the physical requirements necessary to safely and effectively perform the required duties;
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

WORKING CONDITIONS:

ENVIRONMENT:

- Drives vehicle to multiple locations.
- Occasionally performs heavy physical labor.

PHYSICAL ABILITIES:

- Regularly performs heavy physical labor requiring ability to lift, carry, push, pull, and move heavy objects or materials.
- Requires great physical demand for strength and endurance, involving heavy physical exertion.
- Ability to lift over 50 lbs. and carry any object up to 25 lbs. on a continuous basis.