

Dry Creek Joint Elementary School District
Job Description

POSITION TITLE: MAINTENANCE WORKER II (HVACR & KITCHEN EQUIP)

Classification:	Classified	Work Year:	251 Days
Department:	Facilities, Maintenance, Operations & Transportation	Board Approval:	6/2/2022
Reports To:	Director of F.M.O.T.		
Salary Range:	Classified Salary Schedule, Range 26		

BASIC FUNCTION:

To perform journeyman HVACR and kitchen equipment repair and maintenance, along with 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.
- Diagnoses HVACR, energy management systems and kitchen equipment failures in order to repair or replace systems as needed.
- Installs HVACR and kitchen equipment to insure proper working systems.
- Maintains and repairs multiple pieces of equipment which may include but not limited to: compressors. Motors, pumps, sensors, controls, dampers, and switches to insure proper and safe working conditions.
- 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, and 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.
- E.P.A Universal HVAC Certification.

- Prefer minimum of (5) year's experience in HVACR service, repair, and maintenance.
- 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 HVACR, kitchen equipment, 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.
- 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.