

MAINTENANCE & GROUNDSKEEPER

Position Title: General Maintenance

Position Number: 10366002/10366012

Classification: Classified Staff

Classified Salary Schedule: Group 1

Status: Full-Time (40 Hours / Week) | 12-Month Position

Reports To: Superintendent / Designee

POSITION PURPOSE

The full-time General Maintenance Worker maintains district facilities, grounds, and physical infrastructure to ensure a safe, functional, clean, and engaging environment for students, staff, and the community. This role performs a wide variety of routine-to-advanced preventative maintenance, groundskeeping, light repairs, safety inspections, emergency responses, and logistics support (including supply purchasing for operations and school nutrition programs).

QUALIFICATIONS & REQUIREMENTS

- **Education:** High school diploma or equivalent required.
- **Experience:** Minimum of three (3) years of demonstrated maintenance experience across multiple disciplines (e.g., plumbing, carpentry, painting, electrical, basic HVAC, irrigation, masonry, roofing, equipment repair).
- **Driver's License:** Valid California Driver's License with a clean driving record.
- **Background Check:** Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprint clearance prior to employment.
- **Health Clearances:** Clear Intradermal Tuberculin Test/TB risk assessment per CA Education Code § 49406 and proof of health clearance capable of meeting essential job functions.
- **Legal Status:** Proof of U.S. citizenship or legal authorization to work in the U.S. (Form I-9).
- **Core Competencies:** Strong organizational skills, initiative, high ethical standards, and excellent interpersonal skills to interact positively with students, staff, parents, and community members. Professional verbal and written English communication skills.

TERMS OF EMPLOYMENT

- **Schedule:** Full-Time, 40 hours per week (12-month work year).
- **Compensation:** Established according to district classified salary schedules.
- **Benefits:** Comprehensive health and welfare package, including medical, dental, vision, life insurance, and paid leave.
- **Governance:** Subject to California State laws/codes, Board of Education policies, and district rules.

KEY RESPONSIBILITIES & DUTIES

1. Facilities & Equipment Maintenance

- Perform routine inspections, repairs, and preventative maintenance on campus buildings, fixtures, plumbing, hardware, electrical items, and mechanical systems.
- Execute light construction, carpentry, dry rot remediation, assembly, and touch-up/event painting.
- Coordinate work that requires licensed contractors (HVAC, complex electrical/plumbing) with the Superintendent/designee.
- Operate, service, clean, and maintain hand tools, power tools, lawnmowers, blowers, and specialized equipment safely.
- Manage building keys, key codes, and access management.

2. Groundskeeping & Exterior Care

- Maintain lawns, shrubs, trees, hedges, native plant gardens, and raised beds (mowing, edging, trimming, weeding).
- Maintain, troubleshoot, and repair landscape irrigation systems, including timers, valves, and sprinkler lines.
- Perform routine play area and athletic field safety checks (swings, climbing structures, sports courts) and keep safety surfaces clear and contained.
- Clean and maintain campus pond, courtyards, walkways, culverts, drains, and outdoor seating areas.
- Provide exterior upkeep for secondary district properties (e.g., 4396 Highway 78 property).

3. Campus Safety, Operations & Emergency Preparedness

- Conduct routine hazard scans (bathrooms, roofs, walkways, structural integrity) and resolve or report issues immediately.
- Monitor and assist with testing water systems under the direction of the designated Water System Manager.
- Respond to emergency calls during and after hours (storm response, pipe bursts, alarm trips, utility shutoffs).
- Perform seasonal tasks, such as clearing weather debris/flooding risks (sump pumps), managing snow/ice removal, and scheduling holiday deep cleans/pest controls.
- Maintain district crisis supplies, emergency response boxes, and participate in safety committee drills and plans.

4. Logistics, Purchasing & Administrative Support

- Utilize modern digital ticketing systems to review, execute, and document maintenance requests and daily work logs.
- Manage supply inventories (custodial/paper products, general hardware) and request orders in advance.
- Purchase operational, repair, and school lunch program supplies from local retailers or big-box vendors (e.g., Costco, hardware stores).
- Assist with logistics for school events (Back-To-School Night, art shows, plays), including setting up furniture, stages, and specialized equipment.

- Properly process, handle, and arrange disposal/recycling for e-waste, hazardous materials, and batteries per regulatory guidelines.

WORK ENVIRONMENT & PHYSICAL DEMANDS

- **Physical Capabilities:** Heavy physical effort required. Ability to regularly stand, walk, bend, lift, carry, push, pull, reach, climb ladders, and handle various manual/power tools. Ability to lift up to 50+ lbs on a regular basis.
- **Vision & Mobility:** Specific vision requirements include close, distance, color, peripheral vision, depth perception, and focus adjustment.
- **Environmental Conditions:** Indoor and outdoor environments. Frequent exposure to varying outdoor weather conditions (heat, rain, cold). Exposure to noise from power equipment, dust, cleaning chemicals, fertilizers, and potential outdoor allergens.
- **Interpersonal Environment:** Active school environment requiring patience, clear communication, confidentiality, and professional boundaries around children and staff.

Note: This job description outlines the primary functions of the role but is not an exhaustive list of all responsibilities. The Superintendent/Principal may assign additional operational duties to ensure the seamless running of Spencer Valley School.