



For the future of every student

CLASS TITLE: TRADES MAINTENANCE WORKER I

BASIC FUNCTION:

Under the direction of the Maintenance Manager, perform a variety of semi-skilled duties in the maintenance and repair of District buildings, facilities and equipment including tasks in electrical work, HVAC & R, carpentry, plumbing and painting.

DISTINGUISHING CHARACTERISTICS:

The Maintenance Worker I is the entry-level classification in the series. Incumbents work under general supervision and perform semi-skilled activities in support of various maintenance trades such as plumbing, electrical, carpentry, HVAC and painting. The Maintenance Worker II is the journey-level classification in the series. Incumbents work independently in the maintenance trades and perform semi-skilled to skilled activities in the maintenance and repair of District building, facilities and equipment.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of semi-skilled duties in the maintenance and repair of assigned District buildings, facilities and equipment including tasks in electrical work, HVAC & R, carpentry, plumbing and painting; assist in the performance of skilled maintenance tasks.

Assist in the maintenance and repair of HVAC & R systems and equipment; service HVAC & R units; test, maintain and replace filters, fans and belts; clean and lubricate parts as needed.

Perform a variety of general carpentry work; assist with repairing, maintaining and constructing articles and structures of wood such as buildings, partitions, cabinets, floors, doors, windows, wood fixtures and furniture; install classroom equipment and fixtures; remove walls, ceilings and floors.

Prepare various surfaces for painting and apply paint to interiors and exteriors of buildings as needed; utilize paint brushes and rollers; remove paint and graffiti as needed; maintain walls and patch holes; assist with installing windows; patch and repair roofs and gutters.

Install, maintain and repair fencing; level and dig ground areas; form trenches; mix, pour, place, shape and finish concrete; patch and repair asphalt and concrete; install and remove playground equipment as needed.

Assist with maintaining electrical systems and fixtures; install and make routine repairs to electrical wiring, switches, outlets, plugs, fixtures and other electrical parts and accessories; replace ballasts, light bulbs, fuses, circuits and other electrical components and equipment.

Perform general plumbing duties; inspect and repair leaks, obstructions and general system failures; maintain and repair urinals, toilets, sinks and facets; adjust, repair and replace plumbing fixtures and equipment including pipes, washers, gaskets and valves; install and repair water and sewer lines.

Move, arrange, assemble, pick up, transport and deliver various furniture, materials and equipment as directed; load and unload equipment and supplies.

Operate and maintain a variety of equipment including saws, drills, grinders, jackhammers, and a variety of hand and power tools; drive a vehicle to conduct work.

Assist with repairing and installing locks and doors; repair, rebuild or replace door hinges, door closures, door jams and panic hardware.

Monitor inventory levels of building maintenance supplies; assist with ordering, receiving and maintaining inventory of supplies.

Identify report and assist with resolving safety, sanitary and fire hazards as directed; refer major maintenance and repair needs to appropriate personnel.

Perform preventive maintenance on equipment and utilities including replacing and servicing parts and components.

Interpret diagrams, blueprints, plans, sketches manuals and specifications; work from verbal and written instructions and work orders; respond to emergency maintenance needs and requests.

Maintain work areas, equipment and tools in a safe, clean and orderly condition.

Assist with building construction and renovation activities as required.

Maintain routine records related to work orders and assigned activities.

Assist in the removal and disposal of asbestos and other hazardous materials as required.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Standard tools, equipment, materials, methods and techniques used in general maintenance and repair.

Operation and proper maintenance of tools, equipment and machinery used in the building trades.

Requirements of maintaining buildings and equipment in a safe, clean and orderly condition.

Preventive maintenance principles and practices.

Use of hand and power tools used in maintenance and repair.

Appropriate health and safety precautions and procedures.

Proper methods of storing equipment, materials and supplies.

Oral and written communication skills.

Basic record-keeping techniques.

ABILITY TO:

Perform a variety of semi-skilled duties in the maintenance and repair of District buildings, facilities and equipment.

Assist in the performance of skilled maintenance tasks.

Learn the basic methods, practices and materials used in various building maintenance trades.

Inspect facilities and equipment to determine maintenance and repair needs.

Maintain, repair or replace a variety of parts, components and equipment.

Operate and maintain hand and power tools and equipment.

Understand and follow oral and written instructions.

Communicate effectively both orally and in writing.

Work cooperatively with others.
Observe health and safety regulations and procedures.
Understand and follow oral and written communications.
Maintain routine records of work performed.
Establish and maintain cooperative and effective working relationships with others.
Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: graduation from high school and two years general maintenance experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.
Regular exposure to fumes, dust, dirt, oil and grease.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate maintenance equipment and tools.
Seeing to perform maintenance work.
Sitting or standing for extended periods of time.
Lifting, carrying, pushing or pulling heavy objects as assigned by the position.
Walking over rough or uneven surfaces.
Reaching overhead, above the shoulders and horizontally.
Bending at the waist, kneeling or crouching.
Heavy physical labor.
Climbing ladders.

HAZARDS:

Working around and with machinery having moving parts.
Working at heights.
Power saws and flying debris or nails.
Chemical fumes.