

DELANO UNION SCHOOL DISTRICT

MAINTENANCE WORKER

Brief Job Description

Under supervision, to perform a variety of semi-skilled construction; to perform repair duties in the maintenance of district buildings; and to do other work as assigned.

Administrative Relationship

Works under the supervision of the Director of Maintenance, Operation and Transportation and the Operations Supervisor, or as directed by the Superintendent or designee.

REQUIRED QUALIFICATIONS:

Knowledge of:

Methods, techniques and tools used in repairing roofs and roof related problems;

Methods, techniques and tools used in painting;

Methods, techniques and tools used in installation and maintenance of electrical circuits, wiring and systems;

Methods, techniques and tools used in HVAC maintenance;

Uses and purposes of general maintenance tools and equipment;

Safe work practices.

Ability to:

Perform semi-skilled maintenance, construction and repair work in the area of work assigned;

Use and operate hand tools, mechanical equipment, and power tools and equipment;

Read and interpret basic maps and blueprints;

Operate a variety of vehicular and stationary mechanical equipment;

Work independently in the absence of supervision;

Understand and maintain cooperative working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Qualifications include any combination of experience and training that would likely provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Experience: Two (2) years of general building construction and maintenance work.

Training: Formal or informal training which ensures the ability to read and write at a level necessary for successful job performance. Additional specialized training in general construction or maintenance work a related field is desirable.

Education

Graduation from high school or equivalent.

License or Certificate:

Possession of an appropriate, valid California Driver's License.

ESSENTIAL FUNCTIONS OF THE POSITION

1. **Inspect district roofs; clean gutters and downspouts to clear debris from roof tops; patch or replace worn and broken gutters, downspouts, drain caps and roof leaks and potential roof leaks throughout district; repair fan screens on roof; repair or replace damaged or worn roof vent caps;**
2. **Paint interior and exterior of schools, offices and school related facilities; use sand or water blaster to remove paint, rust and dirt and prepare surfaces for painting; paint parking strips and playground areas of all schools with paint striper;**
3. **Repair, replace and install indoor and outdoor lighting circuits, branch or feeder circuits and other service equipment;**
4. **Perform various semi-skilled duties such as repairing, replacing or installing various electrical and mechanical equipment such as school intercoms and public address systems, fire alarms, athletic scorekeeping equipment, classroom clocks, cable television service wiring and other audio-visual equipment;**
5. **Replace or install time clocks for heating, ventilation, air conditioning, lighting and irrigation systems;**
6. **Interpret blueprints to locate and extend circuits and wires;**
7. **Use picks and shovels to dig trenches for underground wiring and pipelines;**
8. **Fabricate specialized equipment, enclosures and lenses using tablesaws, bandsaws and grinders;**
9. **Notify supervisor of major construction, repair or maintenance related problems;**
10. **Assist in skilled carpentry, painting, locksmithing, electrical services, electronics or HVAC maintenance related duties as required;**
11. **Install, repair and maintain plumbing systems including pipes, faucets, toilets, and other fixtures;**
12. **Remove and replace windows; install and replace tile; perform routine carpentry work as required;**
13. **Repair a variety of school equipment including desks, chairs, lockers and office equipment;**
14. **May also perform custodial or grounds keeper duties;**
15. **Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements. Place the applicable number from the chart below that best indicates what percentage of time is spent on each of the following essential physical requirements. The categories refer to the overall requirements on an annual basis.**

Maintenance Worker

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|---------------|-----------------|------------------|-----------------|
| 1. Seldom | = Less than 25% | 3. Often | = 51-75% |
| 2. Occasional | = 26-50% | 4. Very Frequent | = 76% and above |

- 1 a. Ability to work at a desk, conference table or in meetings of various configurations.
- 4 b. Ability to stand for extended periods of time.
- 3 c. Ability to see the purpose of reading laws, codes, rules, policies, and other printed matter.
- 3 d. Ability to hear and understand speech at normal levels.
- 3 e. Ability to communicate so others will be able to clearly understand a normal conversation.
- 3 f. Ability to bend and twist, stoop, kneel, crawl, push and pull.
- 2 g. Ability to lift at least 40 lbs.
- 3 h. Ability to carry at least 15 lbs.
- 3 i. Ability to reach in all directions.
- 3 j. Ability to work at heights.
- 3 k. Ability to ascend and descend ladder.
- 2 l. Ability to work in the elements (extreme temperatures).

OTHER RELATED FUNCTIONS OF THIS POSITION

- 1. Other related duties as assigned.

Employee: _____

Date: _____

Authorized Representative: _____

Date: _____

The above statements are intended to describe the general nature of level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.