

## MAINTENANCE WORKER II

### OVERALL JOB PURPOSE STATEMENT

Under the direction of the Maintenance Supervisor and Lead Maintenance Worker, the job of Maintenance Worker II is to independently, or as a member of a work crew, perform a wide variety of semi-skilled maintenance work across multiple trades to repair or modify existing facilities; and assist skilled maintenance staff in various trades as needed.

### DISTINGUISHING CHARACTERISTICS

All classifications in the Maintenance series complete assigned work orders to ensure proper operation of equipment as well as safety and aesthetics of structures and facilities. Classifications in the series differ based on the level of independence in which tasks are completed as well as the scope and complexity of tasks across trade areas. The classification of Skilled Maintenance Worker is the highest-level classification within the series. Incumbents in this classification independently perform a full scope of complex, skilled maintenance tasks across all trade areas. Maintenance Worker II incumbents perform mostly routine semi-skilled tasks either independently or with direction from higher-level staff and operate as part of a work crew to assist skilled workers. Maintenance Worker I is an entry-level class receiving frequent and close supervision.

### ESSENTIAL FUNCTIONS

- Installs and repairs, or, depending upon the scope and complexity of the task, assists other maintenance staff with the installation and repair of carpet, tile, roofing, cabinets, drywall, plumbing, HVAC, insulation, blinds, glass, electrical, masonry components; paints surface areas, for the purpose of ensuring proper operation of equipment and aesthetics of structures.
- Assists in the construction/fabrication/remodeling/alteration of specialized equipment, building exteriors and interiors for the purpose of ensuring the maintenance of district structures.
- Documents job orders, work activities and problems or issues for the purpose of ensuring complete work orders and compliance with proper documentation of issues and expenses.
- Communicates with administrators, teachers, and other staff for the purpose of determining the scheduling of work orders and details of requested tasks.
- Transports materials and equipment for the purpose of ensuring timely completion of work orders and proper disposal of waste.
- Performs a limited scope of maintenance activities in the absence of skilled trade workers as assigned for the purpose of addressing immediate maintenance needs.
- Takes measurements for the purpose of assisting in the design and completion of projects in an efficient and cost-effective manner.
- Responds to emergency situations for the purpose of determining and taking appropriate action to stabilize the situation and/or make necessary repairs.
- Completes work orders as assigned (e.g. , painting, electrical, carpentry) for the purpose of addressing facility maintenance requirements.
- Estimates job cost and material requirements for the purpose of efficiently completing work orders.
- Selects and purchases necessary materials for the purpose of completing work orders.
- Inspects facilities for the purpose of evaluating ongoing maintenance needs.

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- Assists in the performance of other related duties as assigned for the purpose of accomplishing organizational goals.

### JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

#### KNOWLEDGE, SKILLS AND ABILITIES

**KNOWLEDGE** is required to perform algebra and/or geometry; read technical information, complete required documents, and/or participate in group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: basic methods, practices, equipment and tools used in various trades including carpentry, plumbing/irrigation, electrical and heating, ventilating, refrigeration and air conditioning (HVAC); health and safety practices, procedures, regulations, and hazards; proper methods of storing equipment, materials and supplies; and requirements of maintaining school buildings in a safe, clean and orderly condition; pertinent codes, policies, regulations and/or laws.

**SKILLS** are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment used in a variety of maintenance trades; completing required documentation; oral and written communication skills; interpersonal skills using tact, patience and courtesy.

**ABILITY** is required to schedule activities and/or meetings; gather and/or collate data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of processes. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a wide variety of types of job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job include: performing semi-skilled work and assisting in various skilled trades including carpentry, plumbing/irrigation, painting, electrical and HVAC; determining supplies needed; using hand and power tools skillfully and safely; adhering to safety practices; identifying and correcting safety hazards; operating a variety of equipment and machinery such as various saws, planes, drill presses, paint sprayers, sanders, jack hammers, drills, sandblasters and forklifts; operating a utility vehicle to transport items and personnel to work sites; understanding and following oral and written directions; establishing and maintaining effective working relationships with others; reading, interpreting and following rules, regulations, policies and procedures; completing work orders in a timely manner; being attentive to detail; working independently.

#### RESPONSIBILITY

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget.

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Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

**WORKING ENVIRONMENT**

The usual and customary methods of performing the job functions require the following physical demands:

Physical Demands Frequency Definitions Based on an 8-Hour Day:

Never = 0%

Seldom = 1-10% (<45 minutes)

Occasionally = 11-33% (up to 3 hours)

Frequently = 34-66% (up to 6 hours)

Continuously = 67-100% (more than 6 hours)

Seldom/Occasionally	Squatting/crouching, climbing/balancing, kneeling, reach above shoulder stooping/bending, twisting back, neck flexion/rotation, pushing/pulling, power/firm grasping, hand and foot controls, reach at shoulder, reach below shoulder, lifting at waist or shoulder height or carrying up to 50 pounds up to 100 feet
Occasionally/Frequently	Fingering/fine manipulation
Frequently	Standing, handling/simple grasping, walking

**AUDITORY OR VISUAL REQUIREMENTS**

Ability to respond to safety buzzers, communicate with coworkers and staff, operate vehicles safely. Ability to see near, distant, color, depth and peripherally.

**ENVIRONMENTAL CONDITIONS**

Ability to operate a motor vehicle requiring a Class C driver's license to conduct work, work near hazardous equipment/machinery, walk on uneven ground, tolerate exposure to dust, gas, fumes, vibration, extremes in temperature and humidity, biohazard materials such as sewage, work at heights.

**EXPERIENCE**

A minimum of two years of experience involving the maintenance and repair of structures, utilities, plumbing, water and electrical systems.

**EDUCATION**

Targeted job-related education that meets organization's prerequisite requirements.

**REQUIRED TESTING**

Pre-employment testing and assessment to demonstrate minimum qualifications required for the position.

### **MAINTENANCE WORKER II**

#### **CERTIFICATES**

Valid California Class C Drivers License & Evidence of Insurability; record of driving history issued by the California DMV on its Form H-6 less than 30 days prior to applying for the position.

#### **CONTINUING EDUCATION/TRAINING**

Participation in ongoing job-related training as assigned.

#### **CLEARANCES**

California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background (fingerprint) clearance; pre-employment physical examination including tuberculosis (TB) and drug screen clearances.