

SKILLED MAINTENANCE WORKER

OVERALL JOB PURPOSE STATEMENT

Under the direction of the Maintenance Supervisor and Lead Maintenance Worker, the job of Skilled Maintenance Worker is to independently, or as a member of a work crew, perform a wide variety of skilled maintenance work across multiple trades for the purpose of ensuring proper completion of work orders and maintenance projects; altering, repairing, installing and constructing walls, partitions, counters, doors, window frames, cabinets, carpets, curbs, sidewalks; ensuring proper operation of equipment and aesthetics of facilities; ensuring complete work records; obtaining materials and assigning tasks to ensure job completion; determining time schedule of job orders and providing proper guidance for the completion of job tasks effectively and efficiently; maintaining and upgrading job knowledge and skills and for keeping current on job-related safety concerns and issues; supporting other skilled maintenance personnel in completing of their work activities.

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.

ESSENTIAL FUNCTIONS

- Installs carpet, tile, roofing, cabinetry, drywall, plumbing, insulation, glass, electrical, masonry, etc. requiring journey level expertise for the purpose of ensuring proper completion and installation of work order projects.
- Repairs/maintains/inspects school district facilities, properties and systems, except those on special contract, for the purpose of ensuring proper operation of equipment and aesthetics of facilities.
- Constructs/fabricates/remodels/alters specialized equipment, and exteriors and interiors of buildings for the purpose of maintaining and upgrading District facilities.
- Records/documents a variety of work activities (e.g., job orders, preventive maintenance logs, purchases, inspections, problems encountered or issues pending) for the purpose of documenting activities, providing reference materials and complying with outside requirements.
- Communicates with administrators, teachers, and other staff for the purpose of determining the scheduling of work orders and details of requested tasks.
- Estimates labor and materials for the purpose of obtaining materials and assigning tasks to ensure job completion.
- Selects and purchases necessary materials for the purpose of completing work orders.
- Inspects for structural integrity, both general and earthquake, buildings, bleachers and other structures and as part of job follow up, for the purpose of ensuring that job orders are completed to meet District standards.
- Transports materials and equipment required to complete work projects for the purpose of ensuring availability of appropriate tools and materials.

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- Assists other skilled maintenance personnel as may be required for the purpose of supporting them in completion of their work activities.
- Instructs/orients school personnel for the purpose of providing information on the proper operation of systems and services.
- Attends educational seminars and meetings for the purpose of maintaining and upgrading job knowledge and skills.
- Coordinates/monitors work of outside contractors for the purpose of ensuring the completion of projects in a timely manner and according to specifications.
- Oversees/directs less experienced workers and/or limited-term and substitute employees for the purpose of providing technical guidance and adhering to regulatory requirements.
- Performs a significant scope of the functions of other skilled trade classifications (i.e. Plumber, Painter, HVAC Technician, etc.) as may be required for the purpose of completing work orders requiring skilled trades during peak demands and/or emergency situations.
- Performs other job-related duties as assigned.

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 analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: methods, practices, equipment and tools used in various trades including carpentry, electrical and plumbing/irrigation; basic methods, practices, equipment and tools used in heating, ventilating, refrigeration and air conditioning (HVAC); health and safety practices, procedures, regulations, and hazards; proper methods of storing equipment, materials and supplies; 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 need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: performing skilled maintenance involving the carpentry, plumbing and electrical trades; using hand and power tools skillfully and safely; operating a variety of equipment and machinery such as various saws, planes, drill presses, sanders, jack hammers, drills, sandblasters and forklifts; operating a motor vehicle as necessary; completing required documentation; communicating effectively orally and in writing; exercising tact, patience and courtesy when interacting with others.

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 independently work with others in a wide variety of circumstances; work with data utilizing defined but different 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 data of varied types and/or purposes; and utilize a wide variety of types of job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific abilities required to satisfactorily

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perform the functions of the job include: performing 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; and analyzing situations accurately and adopting an effective course of action.

RESPONSIBILITY

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the Organizations 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	lifting up to 100 lbs. at knee height, carrying up to 100 lbs. up to 10 feet, power/firm grasping, reach above shoulder
Occasionally	lifting up to 75 lbs. at knee and also at waist height, fingering/fine manipulation, reach at shoulder
Occasionally/Frequently	handling/simple grasping, using hand controls
Frequently	lifting up to 10 lbs. over shoulder/overhead, carrying up to 25 lbs. up to 100 feet, carrying up to 50 lbs. up to 10 feet, reach below shoulder, using foot controls
Frequently/Continuously	pushing and pulling

AUDITORY OR VISUAL REQUIREMENTS

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

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ENVIRONMENTAL CONDITIONS

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

EXPERIENCE

Three years of job related experience performing maintenance tasks across multiple trades is required.

EDUCATION

Targeted job related education that meets organizations prerequisite requirements.

REQUIRED TESTING

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

CERTIFICATES

Valid California Class C driver's license and 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

Criminal Justice Fingerprint/Background Clearance; TB Clearance 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.