

**MAINTENANCE WORKER I****OVERALL JOB PURPOSE STATEMENT**

Under the direction of the Maintenance Supervisor, the job of Maintenance Worker I is done for the purposes of assisting other positions in the Maintenance department in the proper installation of work order projects; ensuring proper operation of equipment and aesthetics of structures; ensuring the maintenance of district structures; ensuring complete work orders; delivering these materials to job sites; performing a routine, simple maintenance duties as assigned; determining and providing needed help in each situation.

**DISTINGUISHING CHARACTERISTICS**

This job is distinguished from similar jobs by the following characteristics: The Maintenance Worker I performs routine, simple maintenance and repair duties as assigned and requiring a basic understanding and skill appropriate to the task at hand, and for participating in a variety of project activities in the alteration, maintenance and repair of District structures and equipment. Work is usually repetitive with frequent or close supervision readily available. Assignments often consist of activities assisting other positions in the Maintenance Department. Incumbents of this class promote to the Maintenance Worker II level after two years of satisfactory performance and demonstration of the knowledge and skills of the higher class through an examination process. This class differs from the Maintenance Worker II which is a class responsible for performing a wide range of semi-skilled maintenance and repair work as assigned and for participating in a variety of project activities in the alteration, maintenance and repair of District structures, buildings and equipment.

**ESSENTIAL FUNCTIONS**

- Assists, as assigned, in the installation of carpet, tile, roofing, cabinets, drywall, plumbing, HVAC, insulation, glass, electrical, masonry and painting for the purpose of assisting other Maintenance Department staff in the proper completion of work order projects.
- Assists in the repair and maintenance of all school properties/systems in the district 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.
- Transports materials, equipment, hazardous materials for the purpose of delivering these materials to job sites.
- Upgrades skill level in, and knowledge of, trade crafts for the purpose of performing a variety of maintenance duties as assigned.

- Assists in taking measurements for the purpose of completing of projects in an efficient and cost-effective manner.
- Assists in the performance of other related duties as assigned for the purpose of accomplishing organizational goals.

**JOB REQUIREMENTS: MINIMUM QUALIFICATIONS****SKILLS, KNOWLEDGE AND ABILITIES**

**SKILLS** are required to perform single, 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: operate a variety of equipment and machinery such as various saws, planes, drill presses, paint sprayers, sanders, jack hammers, drills, sandblasters and forklifts.

**KNOWLEDGE** is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: basic construction methods, materials and tools; health and safety regulations; and methods of storing equipment, materials and supplies.

**ABILITY** is required to schedule activities; collate data; and consider a number of factors when using equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals; work with specific, job-related data; and utilize a variety of job-related equipment. In working with others, some problem solving may be required to identify issues and select action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: adhering to safety practices and procedures; understanding and following oral and written directions; establishing and maintaining effective working relationships with others.

**RESPONSIBILITY**

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the Organizations services.

**WORKING ENVIRONMENT**

The usual and customary methods of performing the job's functions requires the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 5% sitting, 30% walking and 65% standing. The job is performed under minimal temperature variations, some hazardous conditions, and in a clean atmosphere.

**EXPERIENCE**

Job related experience is desired.

**EDUCATION**

High School diploma or equivalent.

**REQUIRED TESTING**

Pre-employment Proficiency Test

**CERTIFICATES**

Valid California driver's license.

**CONTINUING EDUCATION/TRAINING**

None Specified

**CLEARANCES**

Criminal Justice Fingerprint/Background Clearance  
TB Clearance