

MAINTENANCE WORKER I

BASIC FUNCTION:

Under the direction of the Plant Manager, perform a variety of general maintenance and repair work in one or more of the trades at an assigned school site; assist other maintenance personnel with special projects.

DISTINGUISHING CHARACTERISTICS:

The Maintenance Worker I is the entry-level classification in the series. Incumbents perform a variety of routine and minor maintenance and repair work to school facilities and equipment and assist other maintenance and District trades personnel on-site. Incumbents in the Maintenance Worker II classification perform semi-skilled maintenance and repair work in one or more of the maintenance trades requiring a broader knowledge-base of the general trades and may be assigned to train and provide work direction to other school-based maintenance staff on projects.

REPRESENTATIVE DUTIES:

- Assist in one or more of the trades including carpentry, electrical, heating and ventilating, locksmithing, glazing, painting and plumbing. **E**
- Perform minor carpentry work in the repair and maintenance of floors, roofs and other facilities made of wood. **E**
- Re-pin, install, repair and replace door locks, closures, dead bolts and panic and related exit hardware; change locker combinations, cut new and replacement keys and maintain related records. **E**
- Make routine repairs of furniture; repair and install bathroom dispensers; drill holes, install and secure to walls; check fire extinguishers to assure proper operation. **E**
- Cut, install and replace broken glass in windows with glazing materials. **E**
- Repair window covering fixtures; hang bulletin boards, chalk and white boards, screens, shelving and other items. **E**
- Operate a variety of and power hand tools and equipment, including key cutting machines, forklifts, dump truck and other equipment. **E**
- Perform minor plumbing and fixture repair and maintenance.
- Assist with preparing surfaces for painting and applying finish using brushes, rollers and spray equipment as assigned.
- Assist in the repair and assembly of furniture and equipment; assist in the set up of furniture for student activities as assigned.
- Learn and maintain current knowledge of mandated environmental, safety and related policies.
- Respond to emergency calls after working hours as assigned.
- Assist other skilled maintenance staff on special projects as assigned.
- Perform related duties as assigned.

KNOWLEDGE OF:

Common tools and equipment used in general maintenance work.
Basic shop math.
Proper operation of hand and power tools and equipment.
Safety regulations and applicable federal, State and local codes and regulations.
Locksmithing techniques and related door hardware.

ABILITY TO:

Provide a DMV printout dated within two months.
Assist skilled personnel and perform minor maintenance and repair of school buildings and facilities.
Acquire skill quickly in work requiring mechanical ability.
Understand and carry out simple oral and written directions.
Work cooperatively with others.
Learn to work from prints, diagrams and technical trade manuals.
Read and write.
Operate a truck, observing legal and defensive driving practices.
Learn, interpret, apply and explain policies, procedures, rules and regulations.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year general maintenance or related experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:**ENVIRONMENT:**

Indoor and outdoor work environment.
Driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate tools required.
Reaching overhead, above the shoulders and horizontally.
Climbing ladders and working from heights.
Standing for extended periods of time.
Bending at the waist, kneeling or crouching.
Lifting, carrying, pushing or pulling heavy objects.

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SMJUHSD
Range 21