

## **OCEAN VIEW SCHOOL DISTRICT**

### **MAINTENANCE HELPER**

#### **DEFINITION**

Under supervision, performs a variety of general, heavy, unskilled and semi-skilled maintenance, grounds and repair work; assumes and performs related work as necessary or required.

#### **CLASS CHARACTERISTICS**

This is the entry level class in the maintenance series. Incumbents perform work which provides an opportunity to learn the terminology, processes, procedures, tools and equipment in assigned maintenance areas; task assignments are less difficult and more routine than those of a Maintenance Worker.

#### **EXAMPLES OF DUTIES**

Assists in one or more of the trades, grounds, maintenance or mechanical areas in making routine and emergency repair and adjustments to school buildings and facilities; secures broken window areas, repairs glass, mirrors; makes repairs to desks, chairs, furniture, equipment; replaces ceramic, ceiling and floor tile, other floor coverings; prepares surfaces for painting, assists in applying finishing coats; repairs and installs restroom dispensers, fixtures; hangs bulletin boards, chalkboards, pictures, screens, shelving and other items as directed; replaces fuses, fixtures, sockets and switches and makes minor wiring repairs; helps mix, pour, and perform rough cement finishing; utilizes a wide variety of hand and power tools and equipment; operates various District motorized equipment and vehicles; loads, unloads, moves materials and equipment; mows, edges, trims lawns and related grounds areas utilizing hand and power equipment; assists in the assembly/disassembly of furniture and equipment; performs heavy manual labor including custodial tasks.

#### **MINIMUM QUALIFICATIONS**

##### **Knowledge of:**

Basic operations and tools employed in building maintenance, crafts, mechanical and grounds work; shop math.

##### **Ability to:**

Rapidly learn skills necessary to safely and efficiently perform the kind and type of tasks outlined above; learn to work from blueprints, diagrams, technical trade manuals; operate a variety of grounds maintenance and motor vehicle equipment; perform heavy manual labor in outdoor weather conditions; understand and carry out oral and written instructions; establish and maintain cooperative working relationships.

#### **EDUCATION AND EXPERIENCE**

Individuals possessing the foregoing knowledges, skills and abilities are considered to possess education necessary to succeed in this class. Prior successful work experience in grounds maintenance, gardening or related work is desirable.

#### **LICENSE REQUIRED**

Possession of a valid and appropriate California Driver's License.

#### **PHYSICAL DEMANDS**

Does heavy work, lifting, carrying, pushing objects weighing 100 pounds.

Class 4 back x-ray required.