

## MAINTENANCE WORKER

### DEFINITION:

Under general supervision of the Maintenance and Operations Manager, performs a variety of un-skilled to semi-skilled maintenance, custodial, central warehousing, delivery, gardening and grounds repair work; may assist others or work independently in performing assigned tasks; assumes and performs related work as necessary or required.

### CLASS CHARACTERISTICS:

This class is distinguished from other classes in maintenance, grounds, custodial, and the warehouse in that incumbents are intended to be utilized as necessary to fill-in as temporary coverage for absent Maintenance and Operations employees and are assigned as needed throughout the District.

### EXAMPLES OF DUTIES: (May be required to perform any or all of the following duties as assigned)

Assists journey-level crafts and trades persons, and/or performs semi-skilled work in a variety of construction, grounds, maintenance, mechanical and repair tasks; *E*

Makes routine and emergency repairs and adjustments to school buildings and facilities; *E*

Secures broken window areas, repairs glass, mirrors; *E*

Replaces ceramic, ceiling and floor tile, carpeting, plaster and drywall; *E*

Prepares surfaces for painting, assists in applying finishing coats; *E*

Repairs, installs, assembles/disassembles and assists in construction of doors, partitions, furniture, counters, restroom dispensers, fixtures and other items as directed; *E*

Makes minor repair/replacement on electrical fixtures, plugs, lighting components; *E*

Mixes, pours, and performs rough cement finishing; *E*

Performs warehouse and delivery duties related to the general operation of a central receiving and standard materials storage warehouse as assigned; *E*

Performs grounds keeping and gardening duties such as mowing, edging, weeding and trimming shrubbery as assigned; *E*

Performs various routine custodial duties at sites through out the District as assigned; *E*

Utilizes a wide variety of hand and power tools and equipment;

Operates various District motorized equipment and vehicles;

Loads, unloads, moves materials and equipment; performs heavy manual labor;

*E denotes an essential function of the job.*

Provides assistance to M & O Department in preparing, reviewing, sorting and filing department documents as assigned. (This position may not substitute for the M& O Administrative Secretary)

**SUPERVISION:**

Supervision is received from the Maintenance and Operations Manager.

Supervision is not exercised over other employees.

**MINIMUM QUALIFICATIONS:**

**Knowledge of:**

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

Appropriate safe working, health and safety precautions and procedures;

Basic gardening and grounds maintenance work (mowing, edging, raking, planting & weeding);

Methods, materials, tools and equipment used in custodial and light building maintenance work;

Shop math.

**Ability to:**

Perform unskilled to semi-skilled work in a variety of the maintenance or mechanical, grounds, warehousing and/or custodial areas;

Safely operate a variety of grounds maintenance and motor vehicle equipment;

Safely utilize a wide variety of hand and power tools and equipment;

Perform strenuous physical work in outdoor weather conditions without close supervision;

Understand and carry out oral and written instructions;

Establish and maintain cooperative working relationships;

Keep accurate records.

**EDUCATION AND EXPERIENCE:**

Individuals possessing the foregoing knowledges, skills and abilities are considered to possess the education necessary to succeed in this class. Prior successful work performing un-skilled to semi-skilled work as described above, or, at least one year of successful work experience as a custodian or groundskeeper/gardener for the Ocean View School District.

**LICENSE REQUIRED:**

Possession of a valid and appropriate California Driver License.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Frequently stands, walks, stoops, bends, and kneels; climbs ladders and maintains balance; does heavy work, occasionally digging holes & trenches, lifting, carrying, pushing objects weighing up to 75 pounds; repetitively uses fingers on both hands, twists and exerts pressure with wrists and hands, and reaches over head to perform work; uses both hands/legs simultaneously; requires rapid mental/muscular coordination; communicates clearly and is able to understand normal voice conversation; requires hearing over a broad range of frequencies; has good depth perception and normal color vision; visual acuity sufficient to see small details, and distance vision sufficient to safely operate equipment on school grounds; works in various lighting conditions; works with a variety of powered equipment and sharp tools; works outside subject to ambient temperature changes; frequently exposed to fumes, odors, dust, and occasionally to toxic

materials; has direct contact with District staff; works without direct guidance from supervisor; wears safety equipment appropriate to the job. Employment is contingent upon passing a physical examination and back evaluation test.

Class established approximately 1981

Last occupied 1994

Last revised 5/95

Approved reactivation and revisions by Personnel Commission 10/9/08