



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



MAINTENANCE/GROUNDS HELPER

JOB SUMMARY:

Under the supervision of the Maintenance and Operations Manager, performs a wide variety of general, heavy, unskilled to semi-skilled maintenance, grounds and repair work. Assists other workers in the Maintenance and Operations Department.

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.

REPRESENTATIVE DUTIES (*E Denotes on essential function of the job.*):

Assist 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; secure broken window areas, repair glass, mirrors; make repairs to desks, chairs, furniture, equipment; replace ceramic, ceiling and floor tile, other floor coverings; *E*

Assist by preparing surfaces for painting, assist in applying finishing coats; *E*

Repair and install restroom dispensers, fixtures; hang bulletin boards, chalkboards, pictures, screens, shelving and other items as directed; *E*

Replace fuses, fixtures, sockets and switches and makes minor wiring repairs;

Help mix, pour, and perform rough cement finishing; *E*

Utilize a wide variety of hand and power tools and equipment; *E*

Operate various District motorized equipment and vehicles; load, unload, move materials and equipment; mow, edge, trim lawns and related grounds areas utilizing hand and power equipment; *E*

Assist in the assembly/disassembly of furniture and equipment; perform heavy manual labor including custodial tasks; *E*

Perform other duties as required to accomplish the objectives of the position.

SUPERVISION:

General supervision is received from Maintenance and Operations Manager.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Basic operations and tools employed in building maintenance, crafts, mechanical and grounds work;
- Work hazards and common job safety precautions;
- Requirements of maintaining buildings and equipment in a safe, clean, and orderly fashion.

Ability to:

- Rapidly learn skills necessary to safely and efficiently perform the kind and type of tasks outlined above;
- Operate a wide variety of hand and power tools and equipment;
- Learn to work from simple 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 effective interpersonal relationships using tact, patience and courtesy.

EMPLOYMENT STANDARDS:

Education:

- Individuals possessing the foregoing knowledge, skills and abilities are considered to possess education necessary to succeed in this class.

Experience:

- Experience in grounds maintenance, gardening or related work is desirable.

LICENSE REQUIRED:

Possession of a valid and appropriate California Driver License.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

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 100 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

5/95

Job Description Review and Revisions Effective 4/10/14

Un-skilled is defined as: an employee who possesses no special training and whose work involves the performance of the simple duties which require the exercise of little or no independent judgment.