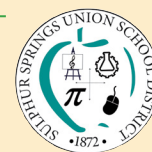




Sulphur Springs Union School District

Serving Grades - K – 6



27000 Weyerhaeuser Way, Santa Clarita, CA 91351 661-252-5131 www.sssd.k12.ca.us

Canyon Springs Community School
Leona Cox Community School
Pinetree Community School

Fair Oaks Ranch Community School
Mint Canyon Community School
Sulphur Springs Community School

Golden Oak Community School
Mitchell Community School
Valley View Community School

MAINTENANCE WORKER

DEFINITION

Under general supervision, to perform skilled work in one or more of the building trades; to perform skilled, semi-skilled, and unskilled work in other building trades, as assigned; and to perform related work as required.

CLASS CHARACTERISTICS

Positions assigned to this class are skilled generalists in building maintenance and repair, but normally spend a significant portion of their working time performing journey-level work in one of the building trades. Journey level skill in at least one building trade is required for entrance into this class. Incumbents while performing in this class are expected to develop skill in other building trades through on-the-job training and participation in a personal skill development plan which typically includes completion of college-level trades classes and work shops, and reading of trades journals. Incumbents who acquire journey level skill in two or more District-designated building trades become eligible for advancement to the class of Multiskilled Maintenance Worker as positions become available. Positions are assigned to perform duties independently or as a team member. Incumbents participate in planning work, estimating labor and materials requirements, and in identifying material sources and costs. Positions perform work which has considerable variation and which requires the application of judgment in the selection of appropriate work methods, material, procedures, and safety precautions. Incumbents receive general instructions when tasks are assigned and are expected to inspect the work site and complete the project in a safe workmanlike manner which complies with district and regulatory standards unless significant unanticipated problems are encountered. Incumbents are expected to refer to their supervisor matters which would create an unsafe environment for students, staff, and themselves and/or would be perceived as deviation from policy and procedure. Positions in this class which become vacant may be filled at the Utility Worker level.

EXAMPLES OF DUTIES

The tasks listed in this section are representative of duties assigned to positions in this class. This list is not intended to be an exhaustive list of all of the tasks assigned to positions in the class, and it is not expected that all of the tasks listed are necessarily assigned to all positions in the class.

Troubleshoot, diagnose, and perform skilled and semiskilled building and equipment repair and maintenance work in a wide variety of areas, such as: repair, replace, and maintain plumbing, water, waste, sewer, and related lines, fixtures, appliances, hardware, valves, and equipment; unplug plumbing fixtures and sewer, waste, and grease traps using hand and power snakes, augers, plungers, enzymes, acids, and caustics; repair and replace drinking fountains and fountain heads; replace toilet and urinal flushing assemblies; repair and replace toilet seats; clean drains; repair and replace sink and shower faucets and valves, replace washers, and exercise valves; dig holes and trenches; replace filters in HVAC equipment; set thermostats; replace ballasts, light bulbs and tubes; paint to complete a repair and to cover graffiti; frame walls; install and tape wallboard; perform plastering and wall finishing; hang doors; install door and window hardware, repair and replace locking and closing devices; cut keys on machine and use power tools and drills; install and replace floor and ceiling tile; repair torn carpeting; make routine roof repairs; clean rain gutters; repair broken shelves; board over broken windows, replace standard window panes with plastic materials; replace door stops; pick up and deliver equipment and furniture to shops for repair and to schools and offices; assemble prefabricated furniture; repair playground

equipment; repair broken gates and damaged fencing; build frames for pads and walks; and mix and pour cement; build storage sheds. Participate as a member of a larger team in major remodeling and modernization projects.

Troubleshoot, diagnose, and perform skilled work in the repair, alteration, construction, installation, and maintenance of electrical systems and equipment. Plan and layout interior and exterior wiring; assemble and install lighting systems. Install electrical outlets, wire new circuits, install cable for computer and communications, and run dedicated lines.

Troubleshoot, diagnose, and perform skilled work in the repair, alteration, construction, installation, and maintenance of furnaces, water heaters, ventilation fans, exhaust systems, and heating and refrigeration systems and equipment.

Troubleshoot, diagnose, and perform skilled work in the repair, alteration, construction, installation and maintenance of building structures and appurtenances, cabinetry, furniture and carpentry related systems. Design and construct walls, partitions, counters, hand rails, cabinets, shelving and other facilities and appurtenances made of wood and related materials; hang doors and ceilings.

Troubleshoot, diagnose, and perform skilled work in the repair and installation of locks, panic bars, closures, and related devices on hardware such as doors, gates, and windows; design key systems for schools and District facilities.

Troubleshoot, diagnose, and perform skilled work in the preparation of rooms and areas for painting; scrape, sand, seal, and patch; mask and cover floor, furniture and computers, and move furniture. Mix and match paint and apply paint to designated areas using sprayers, rollers, brushes, and other necessary tools and methods. Mask, sandblast, and paint graffiti off walls; make signs and name plates; paint lines, arrows, and other markings on parking lots, playgrounds, walkways and curbs; strip sand and refinish cabinets and shelves.

Troubleshoot, diagnose, and perform skilled work in the installation, removal, cutting, repair, and finishing of glass and plastic materials for doors, windows, mirrors, skylights, and related structure; repair and replace metal, molding, and sash.

Perform asbestos maintenance and abatement in accordance with District policy and legal certification and restrictions.

Examine assigned work orders to check priority status, to determine materials, tools, and amount of time needed to perform the work and to verify that anticipated materials, supplies, materials, testing equipment, and tools are available and on the truck; upon completion of work, enter time and materials information needed to complete work orders; maintain preventive maintenance records of equipment serviced; complete periodic reports of work performed; record information required for district compliance with regulatory agency reporting.

Load and unload tools and materials to transport to and from job sites; perform daily preventive and safety inspection and operate district vehicle to and from school sites and vendor locations obeying traffic laws and observing defensive driving practices; as a member of a crew, operate trencher, back hoe, ditch witch and other construction equipment; wash and fuel vehicles; maintain tools and equipment in secure and working condition.

Select tools, materials, and equipment needed to complete assigned work; transport tools, materials, and equipment from truck to the work area; use tools properly, observing applicable safety precautions, using safety shields, guards and clothing, and establishing a safe and secure work zone for self and others in the work area; leave area in clean safe condition when work is complete.

Advise crew leader or supervisor of the need to replenish supply of departmental stock of parts, supplies, materials, tools, or equipment; confer with crew leader and/or supervisor on scheduling and technical problems of jobs and to plan and schedule assigned work and preventive maintenance.

Work with Multiskilled Maintenance Worker and Utility Workers, and grounds and custodial personnel for training and to assist with work projects; perform semi-skilled and unskilled duties as a team member or independently.

Confer with school site personnel in person and by telephone on assigned work to resolve and troubleshoot routine operational problems, to schedule work which may interrupt site activities or inconvenience students or site staff; and to report to work location.

Research catalogs to locate parts and tools; contact vendors by telephone and in person to verify availability of parts, materials, supplies, tools, and equipment and to place orders in accordance with district procedures.

Perform skilled, semi-skilled and unskilled duties as a team member or independently in other trades and general maintenance areas, as the need arises.

Wear identification and protective clothing and use safety equipment and devices.

Serve on assigned committees and teams; prepare routine reports; participate in District mandated training and retraining programs; perform related work as required.

LICENSE REQUIRED

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

Possession of roto hammer and hilti gun certification, forklift operator certification, and AHERA asbestos abatement certification may be required, and if so, obtained at District expense.

QUALIFICATIONS

Knowledge of:

Proper methods, terminology, materials, tools and equipment used in the designated trade(s).

Shop math applicable to the building trades.

Appropriate safety precautions and procedures.

Applicable codes, laws, and regulations, affecting school district maintenance and operations.

Routine record keeping methods.

Proper safety procedures.

Safe use of equipment.

English usage.

Ability to:

Perform journey-level and skilled work in the designated trade(s).

Use with skill and precision the tools, equipment and materials of the designated trade(s).

Perform accurate measurements and shop mathematics.

Maintain accurate records.

Monitor and guide the work of team members.

Maintain tools and equipment used and assigned in clean working order, provide proper security in accordance with established departmental guidelines.

Plan and layout assigned work.
 Read and work from technical manuals, shop drawings, blueprints, specification and catalogs.
 Operate a vehicle observing legal and defensive driving practices.
 Read, write and converse in English.
 Understand and carry out oral and written instructions;
 Establish and maintain effective relationships with those contacted in the course of work.

TRAINING AND EXPERIENCE

Any combination of training, education, and experience which demonstrates possession of the knowledges and abilities stated above, and the ability to perform the duties of the position. A typical qualifying entrance background is one year journey-level experience performing work in the designated trade(s) area; and completion of training and/or course work in theory and practice of the trade(s) or two years of experience as a Utility Worker in Sulphur Springs Union School District wherein the applicant has learned and performed skilled-level work in the designated trade(s) and demonstrated possession of the required knowledges and abilities listed above; and completion of college-level trades courses leading to a certificate of skill in a designated trade.

PHYSICAL ABILITIES AND WORKING CONDITIONS OF EMPLOYMENT

The Physical Abilities and Other Conditions of Employment and the Associated Tasks listed in this section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Employment and Associated Tasks which may be required of positions in this class. Sulphur Springs Union School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Personnel Department for further information.

PHYSICAL DEMANDS ASSOCIATED TASKS

Vision: (which may be corrected)

Read small print
 Use peripheral vision

To perform tasks such as to:

Read assembly instructions and catalogs; read ruler, operate district vehicle in keeping with defensive driving practices

Hearing: (which may be corrected)

Hear sounds which warn of potential danger

 Analyze sounds of equipment operation

 Have tolerance to be exposed to noisy conditions

To perform tasks such as to:

Use and maintain power equipment and identify malfunctions
 Determine operating efficiency and need of repair
 Operate saws, drills, hammers, and construction equipment for extended periods

Speech:

Speak with a level of proficiency and volume to be understood in face-to-face public contact

To perform tasks such as to:

Confer with site staff and trades personnel

Upper Body Mobility:

Use hands and fingers to feel, grasp, and manipulate small objects, manipulate fingers, twist and bend hands at wrist and elbow
 Extend arms to reach outward and upward, use hands and arms to lift objects
 Turn, raise, and lower head, twist and bend at torso

To perform tasks such as to:

Install, repair, operate, and maintain equipment and manipulate necessary tools, parts, and hoists
 Load, unload, and transport necessary tools and materials
 View machinery, equipment and fixtures from different angles, and work in small spaces

Lower Body Mobility:

Walk on uneven terrain and on even surfaces

Climb stairs/ladders

Bend at waist

Crawl

Stoop

Stand for prolonged periods of up to one hour

Sit for periods of 15 minutes or longer

Step over objects

Strength:

Lift, push, pull, and/or carry objects which weigh as much as 100 pounds on a frequent basis

Stamina:

Run quickly for brief spurts

Climb flights of stairs (ladders)

Smell:

Distinguish strong odors which may warn of equipment malfunction or danger

Environmental Requirements:

Exposure to sun, rain, and wind without effective

Exposure to harsh chemicals/toxic conditions

Work performed at considerable heights above the ground

Work around dirt/dust

Work independently

Work cooperatively with others

Mental Requirement:

Read, write, understand, interpret, and apply routine information

Math skills at eighth grade proficiency level

Judgment

Learn quickly and follow verbal procedures and standards

To perform tasks such as to:

Transport equipment, material and tools to and from vehicle

Repair roofs and ceiling tile; transport equipment and tools to rooftops

Lift and transport tools and materials

Crawl in attic and crawl spaces and around equipment

Transport and lift equipment; install floor tile; repair coving and baseboards; use snakes in drains; seat toilet

Construct walls and shelving; mix and pour concrete; dig trenches

Travel to work sites; make repairs at or near floor area

Make equipment accessible

To perform tasks such as to:

Lift and carry materials such as concrete;

To perform tasks such as to:

Shut off power and or equipment in an emergency

Reach work site, tools, and material locations; make numerous trips from roof to ground levels

To perform tasks such as to:

Check for saw over heating; detect gas odors

To perform tasks such as to:

Work on rooftop; work outside protection

Work with cleaning chemicals

Repair roofs; service HVAC equipment

Work in enclosed, dusty environments when remodeling rooms

Complete tasks where two workers are not required

Work with other trades personnel and site staff

To perform tasks such as to:

Read assembly instructions and catalogs

Make measurements; calculate material requirements for job

Work around students and handle equipment in a safe manner

Comply with district standards for repairs and safety

Decision-making

Choose a proper solution from a small range of possible solutions

Work Environment and other Conditions of Employment:

Work performed in shop environment, outside, and in school and office settings. Incumbents may be called upon to perform emergency repairs on weekends, holidays, and after completion of regular shift.