

LAS LOMITAS ELEMENTARY SCHOOL DISTRICT

JOB DESCRIPTION

MAINTENANCE WORKER

BASIC FUNCTION:

Under the direction of the Supervisor- Maintenance, Operations & Transportation, perform a variety of unskilled and semi-skilled maintenance, repair and construction duties involving designated facilities, utilities and equipment; assist other maintenance personnel in the performance of a variety of duties related to the building trades.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform a variety of unskilled and semi-skilled maintenance, repair and construction duties in the maintenance of designated facilities, utilities and equipment; assist in assuring a safe environment for students and staff.
- Assist skilled maintenance workers in various skilled trades including HVAC, carpentry, plumbing, electrical, glazing, painting and others as assigned.
- Inspect school grounds and buildings for health and safety hazards; inspect and maintain fire exits and extinguishers as required.
- Assist in installing, maintaining and repairing heating, ventilation, air conditioning and refrigeration systems as directed; maintain gas and water lines; replace filters and unclog drains as necessary.
- Schedule and perform preventive maintenance of systems, including HVAC systems, water supply, electrical supply and plumbing
- Repair and refurbish cabinets, bookcases and a variety of classroom equipment; install and repair floor and ceiling tiles, roofs and shelving.
- Assist in alterations, repairs and construction of articles and structures of wood such as partitions, counters, forms and fences.
- Assist in installing and repairing electrical systems as assigned; install, maintain and replace light bulbs, wiring and fixtures.
- Perform general plumbing and irrigation repairs as directed; assist with installing, repairing and maintaining fixtures, toilets and sinks; assist with water and gas line repairs; unclog drains.
- Perform preventive maintenance on equipment such as troubleshooting, repairing or replacing switches, receptacles, valves, belts and motors; maintain fans, thermostats and pumps; assist with repairs to bells, clocks, lighting circuits and other equipment.
- Confer and collaborate with the Supervisor-Maintenance, Operations & Transportation and site administrators in planning systematic maintenance, including interior/exterior painting, roof repairs, and other items requiring periodic maintenance.
- Review and prioritize work orders; expedite routine maintenance requests; estimate labor and materials needed for projects; work from oral and written instructions and work orders; respond to emergency repair needs as requested.
- Schedule maintenance for maintenance and operations vehicles; drive a vehicle to conduct work.
- Operate and maintain a variety of maintenance equipment including a variety of hand and power tools; maintain equipment in clean and orderly condition
- Maintain routine records related to assigned activities.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and one year performing a variety of maintenance work in one or more of the building maintenance trades.

Licenses and other Requirements

- Valid California Class C driver's license.

Knowledge of:

- Standard tools, equipment, materials, methods and techniques used in general construction, maintenance and repair.
- Operation and proper maintenance of tools, equipment and machinery used in the building trades.
- Operation of a computer and assigned software.
- Basic preventive maintenance principles and practices.
- Requirements of maintaining buildings in a safe, clean and orderly condition.
- Read, interpret and work from drawings and blueprints.
- Tools, materials and terminology used in the various trades including carpentry, plumbing,
- Appropriate safety precautions and procedures.
- Oral and written communication skills.
- Basic record-keeping techniques.
- Proper lifting techniques.

Ability to:

- Perform a variety of unskilled and semi-skilled maintenance, repair and construction duties in the maintenance of designated facilities, utilities and equipment.
- Assist in assuring a safe environment for students and staff.
- Assist other maintenance personnel in the performance of a variety of duties related to the building trades.
- Operate a variety of assigned tools and equipment used in various maintenance trades effectively and safely.
- Communicate effectively both orally and in writing.
- Learn and apply laws, rules, regulations involved in assigned maintenance activities.
- Work independently with little direction.
- Perform heavy manual labor.
- Understand and follow oral and written directions.
- Observe health and safety regulations.
- Meet schedules and time lines.
- Maintain routine records.

WORKING CONDITIONS:

Work Environment:

- Indoor/Outdoor work environment.
- Regular exposure to fumes, dust and odors.
- Seasonal heat and cold or adverse weather conditions.
- Driving a vehicle to conduct work.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate specialized equipment and tools.

- Standing for extended periods of time.
- Seeing to perform maintenance work.
- Hearing and speaking to exchange information.
- Lifting, carrying, pushing or pulling heavy objects as assigned by position.
- Bending at the waist, kneeling or crouching.
- Reaching overhead, above the shoulders and horizontally.
- Climbing ladders and working from heights.
- Heavy physical labor.

Hazards:

- Working in a cramped or restrictive work chamber.
- Working around and with machinery having moving parts.
- Working on ladders.
- Chemical fumes.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Board Approved: 10/03/07, 2/14/18

FLSA Status: Non Exempt