



**CLASSIFIED
Job Class Description**

Equal Employment
Opportunity

SENIOR MAINTENANCE WORKER

**DEPARTMENT/SITE: MAINTENANCE,
OPERATIONS &
FACILITIES**

**REPORTS TO: DIRECTOR OF MAINTENANCE,
OPERATIONS & FACILITIES**

SALARY SCHEDULE: Classified Salary Schedule
(Group 1/Group 15)

LEVEL: Range 43

WORK YEAR: 12 Months

DATE CURRENT JOB DESCRIPTION APPROVED:
Board of Trustees effective:.....August 12, 2021

JOB GOAL/PURPOSE:

Under the supervision and direction of the Director of Maintenance, Operations & Facilities, maintain facilities in safe operating condition, maintain a preventative maintenance program, document information and resolve immediate operational and/or safety concerns. The incumbents in this classification provide the school community with safe and properly operating facilities and buildings which directly support student learning.

DISTINGUISHING CHARACTERISTICS

Senior Maintenance Workers perform a variety of general maintenance work; may work independently in one or more trade areas or work with other maintenance employees or contracted services assisting in a specific trade.

ESSENTIAL FUNCTIONS, TASKS AND DUTIES:

- Coordinate with staff to complete projects/work orders efficiently in a wide variety of skilled maintenance trades (e.g., carpentry, plumbing, painting, electrical, HVAC, security, welding, custodial, etc.).
- Inspect facilities, systems and their component machinery required skilled maintenance trades (e.g., carpentry, plumbing, painting, electrical, HVAC, security, welding, custodial, etc.) for the purpose of identifying potential repairs and providing an ongoing program of preventative maintenance.
- Review, respond and prioritize work orders based on level of urgency, availability of parts and equipment.
- Make and distribute keys; repair and replace locks; arm and disarm security systems; report problems for more arrangement of more specialized work.
- Keep grounds clear of any hazards; repair and replace broken playground equipment, walkways, driveways, gates, doors, windows, furniture and office equipment; install signage to warn of any safety hazards.
- Perform maintenance work including but not limited to minor electrical work, welding, soldering and painting.

- Repair or replace broken water lines, valves, faucet, and drainpipes, toilets and sinks and snake out drains as needed.
- Replace or repair faulty building components such as roofing, gutters, downspouts, skylights, and vent covers.
- Install and repair drywall such as installing mud, taping and finishing walls and ceiling.
- Build storage sheds and wall, install and repair doors and windows, repair furniture and cabinets, and install molding.
- Repair or replace sidewalks, driveways, curbs, signs, benches, block walls, tile walls, stucco walls, and floors.
- Install machinery and equipment requiring skilled maintenance trades (e.g., carpentry, plumbing, painting, electrical, HVAC, security, welding, custodial, etc.).
- Repair equipment required.
- Provide assistance to specific school sites in performing a wide variety of repairs, generally beyond the capability of site employees.
- Prepare documentation for the purpose of providing written support and/or conveying information.
- Procure equipment, supplies and materials; repair systems requiring the skills of maintenance trades (i.e., carpentry, plumbing, painting, electrical, HVAC, security, welding, custodial, etc.) for the purpose of maintaining facilities that are safe, comfortable and in operating condition.
- Assist custodial staff with various tasks including moving furniture, storage containers, filing cabinets, etc.
- Respond to emergency situations (e.g. facility damage, damaged playground equipment, roof leaks, etc.).
- Transport various items (e.g. equipment, supplies, etc.) for the purpose of providing materials at job site as required to complete tasks; support other personnel.
- Design systems/projects for the purpose of implementing new layouts.
- Request quotes and estimates for the purpose of providing cost information, purchasing and securing items.
- Inspect work vehicle on a daily basis to ensure proper and safe operation, perform general maintenance of vehicles as needed.
- May support other Maintenance, Operations, and Facilities staff to open and close schools and for other emergency needs
- Perform other functions, duties and tasks related to this class as assigned.

JOB QUALIFICATIONS /REQUIREMENTS:

(At time of application.)

Knowledge of:

- Methods and use of materials, tools and equipment used in trades, appropriate building codes, standards for safe use of equipment
- Proper methods of storing equipment, materials and supplies, safe working methods and procedures
- Rules, regulations and policies pertaining to the maintenance of school facilities.
- Basic record-keeping techniques

Skills:

- Basic computer and/or tablet skills sufficient to keep records and respond to or create work orders
- Efficient and safe use of a wide variety of tools and equipment required to conduct work
- Make basic math computations
- Adhere to safety practices

- Prepare and maintain accurate records

Ability to:

- Skillfully use a variety of tools and equipment utilized in the basic maintenance trades (hand tools, gas and electric power tools, skip loader, ditch witch, trencher, tamper, forklift, drain augurs, jack hammer, table saw, powered saws, reciprocating saw, air compressor, etc.).
- Perform a variety of maintenance repairs covering several trades at the unskilled to semiskilled level
- Maintain simple records and prepare meaningful reports as required
- Work from blueprints, diagrams, technical trade manuals
- Estimate materials needed to complete assigned tasks
- Perform heavy manual labor in outdoor weather conditions
- Learn to operate a PC (Personal Computer) and applicable shop specific software
- Understand and carry out oral and written instructions
- Establish and maintain effective interpersonal relationships using tact, patience and courtesy
- Drive district vehicles
- Demonstrate friendly customer service skills
- Work with minimal supervision
- Be available 24 hours a day in the event of an emergency

EDUCATION REQUIRED

High school diploma or equivalent.

EXPERIENCE REQUIRED:

Two (2) years of prior job-related experience, including one or more appropriate trades.

LICENSE(S) REQUIRED:

- Possession of a valid California driver's license and remain insurable at the District's standard insurance market rate. Current DMV report.

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam (e.g., written test, oral interview and/or work sample) for the job class with a satisfactory score.
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative pre-employment drug screen test at District's expense
 - Pre-employment physical exam at District's expense
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)

WORK ENVIRONMENT/PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Indoor/outdoor, warehouse, offices, classrooms, assembly rooms, rooftops
- Heavy physical labor; lifting and carrying heavy equipment and furniture up to 75 pounds, with up to 52 pounds of repetitive lifting
- Dexterity of arm, shoulders, hands, and fingers to perform duties
- Climbing ladders; standing for extended periods of time
- Pushing or pulling; walking; reaching overhead, above the shoulders and horizontally; bending at the waist, kneeling or crouching

- Vision in order to drive at night and supervise work
- Hearing and speaking to exchange information
- Dexterity of hands and fingers in order to operate equipment, seeing to ensure safe and efficient cleaning procedures
- Potential for contact with blood, other body fluids, bloodborne pathogens and communicable diseases, chemicals and solvents including antiseptics and disinfectants, biomedical waste/hazards
- Working at heights, traffic, noise from equipment operation
- Exposure to fumes, dust, and odors