

MENDOTA UNIFIED SCHOOL DISTRICT

Position: General Maintenance
Department: Maintenance, Operations and Transportation
Reports To: MOT Director/Site Principal

FLSA: Non-Exempt
Classified

This job description is not intended to encompass all duties and responsibilities that may be assigned to or performed by an individual. The job description is intended only to identify the types of duties and responsibilities that can be performed by an individual assigned to this classification.

GENERAL DESCRIPTION

Under the direction of the director of Maintenance, Operations and Transportation, or an assigned supervisor, to perform a variety of semi-skilled work in the repair, alteration, installation and maintenance of assigned District facilities, utilities and equipment.

ESSENTIAL DUTIES

- Perform a variety of construction and surface work in the repair, alteration, installation and maintenance of assigned District facilities, utilities and equipment; maintain routine records of work performed.
- Operate a motor vehicle to haul and transport equipment, assist in delivery of supplies and materials to and from District and school sites; operate a variety of machinery, including cement mixer, concrete saw, power saw, jackhammer and other equipment; operate welding and other specialized equipment as assigned.
- Build and repair wood and chain fences; install and fabricate chain link and wooden fences and gates; dig holes, mix concrete, cut and cap poles, and stretch and wire fences.
- Construct walls and related structures from cinder block, brick and other masonry products.
- Form and prepare concrete slabs for a variety of projects; level and dig ground area and apply undersurfaces; mix, pour and finish concrete according to work order specifications.
- Repair, install and maintain playground equipment; assemble, lay foundations and erect pipe structures and metal fittings as appropriate.
- Construct ramps, walkways and steps using wood and metal forms.
- Excavate asphalt and base materials; lay, spread, rake and roll asphalt surfaces to conform to original surface.
- Remove and replace athletic fields and tracks; measure, lay out and match contour of original surface.
- Reconstruct and clean storm drains, culverts and other drainage systems; assure proper connection of District systems to municipal drainage system; excavate and trench for the installation of underground utilities.

OTHER DUTIES

- Assist other maintenance personnel in the performance of a variety of duties related to the building trades.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

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.
- Requirements of maintaining buildings and equipment in a safe, clean and orderly condition.
- Basic preventive maintenance principles and practices.
- Basic knowledge of welding equipment and techniques.
- Use of hand and power tools used in maintenance and repair.
- Appropriate health and safety precautions and procedures.
- Proper methods of storing equipment, materials and supplies.

ABILITY TO:

- Perform a variety of semi-skilled work in the maintenance and repair of assigned District facilities.
- Assist skilled personnel in the performance of assigned duties.
- Learn and apply laws, rules, regulations involved in assigned maintenance activities.
- Operate a variety of assigned tools and equipment effectively and safely.
- Communicate effectively both orally and in writing.
- Work cooperatively with others.
- Be flexible to perform work within changing priorities and possess sufficient interpersonal skill to work harmoniously with staff, students, administrators, parents and others.
- Understand and follow oral and written communications.
- Maintain routine records of work performed.

MINIMUM QUALIFICATIONS:

- High School Diploma or Equivalent and sufficient training and experience to demonstrate the knowledge and abilities listed above.
- Valid California Class C driver's license and a safe driving record. Incumbent will be involved in field work which requires travel in a vehicle to various sites.

WORKING CONDITIONS**ENVIRONMENT:**

- Indoor and outdoor work environment.
- Driving a vehicle to conduct work.
- Seasonal heat and cold or adverse weather conditions.

PHYSICAL DEMANDS:

- Lifting, carrying, pushing and pulling heavy objects as assigned by position.
- Dexterity of hands and fingers to operate specialized equipment and tools.
- Standing for extended periods of time.
- Walking over rough or uneven surfaces.
- Heavy physical labor.
- Hearing and speaking to exchange information.
- Seeing to perform assigned duties.
- Perform heavy physical labor.
- Reach overhead, above the shoulders and horizontally.
- Bend at the waist, kneel or crouch.

HAZARDS:

- Working with power equipment, large mechanical equipment, flying debris.
- Working at heights.

Reasonable accommodation may be made to enable a person with disability to perform the essential functions of the job.