

## **MAINTENANCE I**

### **DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:**

Under the supervision of the Coordinator (Maintenance, Constructions and Grounds), will perform semi-skilled work in the maintenance and repair of buildings, furniture and equipment, and do other work as required.

### **ESSENTIAL FUNCTIONS:**

- Perform unskilled to semi-skilled work in all phases of crafts related to maintenance, repair, alteration, and minor replacement associated with the building and mechanical needs of all district facilities; or perform semi-skilled to skilled work in one more concentrated areas (i.e., carpentry, painting, electrical, plumbing, welding, HVAC, flooring, roofing, irrigation, lock systems, etc.)
- Perform semi-skilled carpentry, including rough and finished construction, repair and remodeling
- Perform semi-skilled painting, including mixing paints and matching colors
- Perform pre-identified or emergency glazing repairs; remove putty and broken glass; apply putty and sealants correctly to prevent leakage; replace desktops, exit lights, light fixtures, and mirrors
- Perform minor maintenance work on electrical systems and equipment, sanitary plumbing pipes and fixtures, air, oil and gas pipes and heating systems
- Perform arc and acetylene welding, cutting and brazing
- Perform preventative maintenance on heating and air conditioning units
- Perform minor pre-identified maintenance or emergency repairs on specific appliances; make minor repairs on various locks and door closures
- Repair floor tiles, and assist in the replacement of carpet and drapes
- Perform general plumbing repairs; replace faucets, fixtures, washers, and gaskets; maintain various plumbing fixtures
- Perform minor repair of roofs; clean and repair rain gutters
- Install and repair sprinklers and sprinkler systems
- Operate and maintain a variety of specialized equipment; use a variety of hand and power tools; drive a district vehicle to conduct work
- May drive a truck and pull a lowboy trailer needed to haul power mower or other district equipment, including tractors or forklifts
- May drive a forklift
- Perform custodial work when needed
- Perform related duties and responsibilities as assigned

### **EMPLOYMENT STANDARDS:**

- Ability to meet physical requirements necessary to safely and effectively perform required duties
- Familiar with methods, machinery, tools and equipment used in building maintenance work
- Possession of a valid and appropriate California Driver's License
- Be self-directed and work independently

### **KNOWLEDGE OF:**

- Basic methods, materials, tools and equipment used in building maintenance work
- Terminology used in building maintenance work
- Occupational hazards and standard safety practices necessary in the area of building trades work

- Basic mathematical principles
- Safe driving principles and practices

**SKILL TO:**

- Perform semi-skilled work in carpentry, glazing, painting, plastering, welding, plumbing and electrical trades
- Perform semi-skilled building maintenance and repair duties
- Operate a variety of hand and power tools and equipment required for building maintenance work in a safe and effective manner
- Operate a variety of motor vehicles safely

**PHYSICAL FUNCTIONS:**

*Ability to:*

- Safely climb ladders up to twenty-five (25) feet in height
- Sit, stand, walk, kneel, crouch, stoop, squat, and twist
- Lift and carry seventy-five (75) pounds
- Reach in all directions
- See for the purpose of reading rules, policies and other printed materials
- Hear and understand speech at normal levels
- Communicate clearly and understandably in normal conversation

**EXPERIENCE:**

- High School diploma or equivalent
- Two (2) to seven (7) years of paid maintenance experience

**WORK YEAR:**

The work year is two hundred sixty (260) days, less paid holidays and earned vacations

**This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, sex (pregnancy or gender), sexual orientation, marital status, national origin (including language use restrictions), ancestry, disability (mental and physical, including HIV and AIDS), age (40 and above), medical condition (cancer/genetic characteristics), denial of family and medical care leave, or denial of pregnancy disability leave or reasonable accommodation. Inquiries regarding compliance procedures may be directed to our personnel office.**

**This organization is a Drug and Tobacco-Free Workplace.**

**This organization requires a successful candidate to provide employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.**