

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

BUILDING MAINTENANCE WORKER

DEFINITION - Under supervision, to perform a variety of semi-skilled and unskilled duties in the maintenance, alteration, and repair of structures, equipment, mechanical systems and utilities; and to do other related work as directed.

CLASS CHARACTERISTICS - Positions in this class work primarily at the semi-skilled and unskilled level. Skilled level maintenance work may be assigned when work is well structured, where consequence of error is low, or where a journey-level trades person is readily available. Routine, repetitive assignments are normally made through work orders and involve limited direct supervision. (Note: New or more involved assignments are normally discussed with supervisor and/or laid out.) Incumbents may work on teams, work individually or work in support of a journey-level trade person.

EXAMPLE 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.

- Work independently in support of a trades person, or participate as part of a maintenance or preventative maintenance team in repairing, building or otherwise maintaining school buildings and district grounds equipment. E
- Repair sinks, toilets, drinking fountains, dishwashers, and other equipment used in schools; use plunger and snake. E
- Operate jackhammer to break concrete and asphalt; dig ditches and trenches; weld fencing and chain.
- Clean plugged drains and flush sewer lines. E
- Perform scheduled preventive maintenance of fans, compressors, pumps, motors and heating, and air conditioning systems, by oiling, greasing, packing, cleaning, and replacing air filters.
- Make minor roof repairs replacing shingles and other roofing materials.
- Inspect and adjust ventilating systems and thermostats to ensure proper temperature and air flow.
- Install, repair and replace dispensers, plaques, pictures, signs, and basketball backboards. E
- Install and repair playground equipment, construct sandboxes; fill sandboxes with sand; replace swing seats. E
- Make minor electrical repairs such as replacing ballasts, light fixtures, fuses, fixtures, socket drop cords, and switches. E
- Mix, pour, and finish concrete; repair fencing; make asphalt repairs.
- Maintain and make minor repairs to furniture, cabinets, and other equipment; move furniture. E
- Repair holes, scrape, sand, fill, or otherwise prepare surfaces for painting or repainting. E
- Make minor lock repairs, repair items such as drapery rods, gates, hinges, and door closures.
- Perform routine window and mirror installation as necessary.
- Replace ceramic and acoustical tile; make carpet seam repairs. E
- Perform daily safety inspection of vehicles and operate vehicle to and from school sites, public office and vendor locations obeying traffic laws and observing defensive driving practices; fuel and clean vehicles. E
- Perform the duties of an Operations Worker. E
- Perform related duties as assigned. E

* **Tasks statements coded with the letter "E" are essential elements of positions in this class pursuant to the Americans with Disabilities Act, 1990.**

LICENSE REQUIRED -- Possession of a valid and appropriate California Driver's License.

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 two years of responsible and varied experience performing general building construction, maintenance, and repair work; or one year at or equivalent to the level of Building Maintenance Helper in MBUSD wherein the incumbent has learned and performed the varied duties of the Building Maintenance Worker class and gained the required knowledges and abilities listed above; or completion of formal or informal vocational training in building and construction trades practices or a closely related field.

QUALIFICATIONS

Knowledge of:	Ability to:
<ul style="list-style-type: none"> • General work practices, terminology, and tools of building maintenance and construction, including at least one of the following: heating and air conditioning, welding, electrical, plumbing, carpentry, locksmith, painting and glazier; • English usage; • Basic mathematics and measurement; • Appropriate safety precautions and procedures. 	<ul style="list-style-type: none"> • Perform semi-skilled and unskilled general maintenance work; • Use with skill the tools, test equipment, construction equipment, and materials involved in maintaining schools and grounds; • Perform simple mathematics; • Maintain accurate records; • Read and write at a level of proficiency required for job success; • Maintain tools and equipment used and assigned in clean working order, providing proper security; • Operate a vehicle and defensive driving practices; • Understand and carry out oral and written instructions; • Establish and maintain effective relationships with those contacted in the course of work.

PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT

The Physical Abilities and Other Conditions of Continued 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 Continued Employment and Associated Tasks which may be required of positions in this class. Manhattan Beach Unified 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
<p>Vision: (which may be corrected)</p> <p>See small objects at a distance of 3 feet</p> <p>Use peripheral vision</p>	<p>To perform tasks such as to:</p> <p>Install and repair lighting, fixtures</p> <p>Operate district vehicle in keeping with defensive driving practices</p>
<p>Hearing: (which may be corrected)</p> <p>Heat sounds which warn of potential danger</p> <p>Analyze sounds of equipment operation</p> <p>Have tolerance to be exposed to noisy conditions</p>	<p>To perform tasks such as to:</p> <p>Maintain equipment and identify malfunctions</p> <p>Determine operating efficiency and need of repair</p> <p>Perform duties in equipment rooms, classrooms, and playground areas</p>
<p>Speech:</p> <p>Speak with a level of proficiency and volume to be understood</p>	<p>To perform tasks such as to:</p> <p>Coordinate activities with other workers</p>
<p>Upper Body Mobility:</p> <p>Use hands and fingers to feel, grasp, and manipulate small objects, manipulate fingers, twist and bend hands at wrist and elbow</p>	<p>To perform tasks such as to:</p> <p>Install, repair, operate, and maintain equipment and manipulate necessary tools</p>

<p>Upper Body Mobility: (cont.)</p> <p>Extend arms to reach outward and upward, use hands and arms to lift objects to view machinery from different angles, work in small spaces from different angles.</p>	<p>To perform tasks such as to:</p> <p>Load, unload, and transport necessary tools, materials. Turn, raise, and lower head, twist and bend at torso</p>
<p>Lower Body Mobility:</p> <p>Walk on uneven terrain, walk on even surfaces</p> <p>Climb stairs/ladders</p> <p>Bend at waist</p> <p>Stoop</p> <p>Stand for prolonged periods of up to 1 hour</p> <p>Sit for periods of 15 minutes or longer</p> <p>Step over objects</p>	<p>To perform tasks such as to:</p> <p>Transport equipment, material, and tools to and from vehicle; to dig trenches</p> <p>Transport materials to roof; replace ceiling tile</p> <p>Lift and transport tools and materials</p> <p>Transport and lift equipment</p> <p>Make electric repairs</p> <p>Travel to work sites</p> <p>Make equipment accessible</p>
<p>Strength:</p> <p>To lift, push, pull, and/or carry objects which weigh as much as 100 pounds on a frequent basis</p>	<p>To perform tasks such as to:</p> <p>Remove and replace motors from rooftops; lift and carry bags of cement</p>
<p>Stamina:</p> <p>Climb flights of stairs</p>	<p>To perform tasks such as to:</p> <p>Reach work site and tools and material locations</p>
<p>Environmental Requirements:</p> <p>High noise level</p> <p>Exposure to sun, rain, and wind without effective protection</p> <p>Exposure to harsh chemicals/toxic conditions</p> <p>Work performed at considerable heights above the ground</p> <p>Work performed in confined spaces</p> <p>Work around dirt/dust</p> <p>Work independently</p> <p>Work cooperatively with others</p> <p>Work inside</p> <p>Work outside</p>	<p>To perform tasks such as to:</p> <p>Operate power and power-cutting equipment</p> <p>Repair roof</p> <p>Apply PVC glue and handle asbestos and insulation</p> <p>Make roof repairs</p> <p>Work in attic crawl spaces</p> <p>Work in attic and crawl spaces</p> <p>Complete most tasks alone when two workers are not required</p> <p>Coordinate activities with other trades</p> <p>Install dispensers; paint</p> <p>Pour concrete and asphalt; repair fencing</p>

<p>Mental Requirements:</p> <p>Read, write, understand routine information</p> <p>Math skills at high school proficiency level</p> <p>Analyzing</p> <p>Judgement</p> <p>Learn quickly and follow verbal procedures and standards</p> <p>Decision-making</p>	<p>To perform tasks such as to:</p> <p>Read work orders</p> <p>Make measurements, calculate materials</p> <p>Solve repair problems encountered and develop reasonable solutions</p> <p>Work around students; notify supervisor of serious problems</p> <p>Work alone to complete work orders</p> <p>Select appropriate materials, methods, and tools; refer matters to supervisor in accordance with established practice</p>
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Other Conditions of Continued Employment:

- Speak English at a conversational level
- Wear protective clothing/safety gear in accordance with established standards
- Conform to a uniform code or dress standard
- Obtain and maintain in current status the licenses and certificates required by the district
- Participate in employer mandated training and re-training programs
- Comply with rules and regulations of the Classified Service and provisions of labor agreement

Adopted: 10/26/95