

WALNUT VALLEY UNIFIED SCHOOL DISTRICT

JOB TITLE: MAINTENANCE WORKER II

BASIC FUNCTION

Under direction of the Director of Maintenance, Operations, Facilities Development & Transportation or designee, to perform a variety of skilled and semi-skilled maintenance, repair, demolition and construction tasks on new and existing installations pertaining to school facilities, offices and large buildings; to assist other maintenance personnel in the performance of semiskilled and skilled functions in one or more building and maintenance trade areas; and to do other related work as required. Incumbents in this classification provide students, staff, and the public with well-maintained and safe building infrastructure, facilities, and grounds which directly supports learning.

ESSENTIAL JOB FUNCTIONS

- Perform semi-skilled and skilled tasks of a general nature in maintenance, repair, and construction work in the basic maintenance trades, including carpentry, painting, electrical, plumbing, heating, air conditioning, locksmithing, carpet and tile installation, and metalsmithing
- Assists in or performs a variety of functions in the construction, installation, and maintenance of roofs, furniture, fences, playground equipment, cabinets, shelving, chalkboards, bulletin boards, and a variety of other structures and fixtures
- May perform a variety of functions pertaining to the installation and repair of concrete, asphalt and masonry walls to address trip hazards, uneven surfaces and general maintenance upkeep
- Assists in or performs the installation, repair, and maintenance of gas and water lines
- May install and replace door and window glass
- Makes minor electrical installations and repairs such as light fixture ballasts and exhaust fans
- May adjust, repair, and maintain electrical equipment and a variety of apparatus and devices
- Assists in the repair and maintenance of heating, ventilation, and cooling equipment
- May replace or repair carpeting and floor tile
- Assists in the installation, repair, and maintenance of door locks and closures
- Prepare surfaces, mix paints and finish a variety of equipment, furniture, school, and physical structures
- May weld metal parts together using gas welding and brazing processes, and fabricates metal and sheet metal structural fixtures
- Moves furniture and equipment
- Operates equipment, such as a light truck, tractors, and other related motorized equipment
- Participates in various maintenance projects such as moving furniture and equipment, large setups or other activities (e.g., summer moves, new construction set up, special events)
- May operate a computer to look up information for effecting repairs, for finding parts, creating spreadsheets of service cycles and closing out completed work orders
- Contacts vendors and obtains prices and services
- Performs other duties related to the class as assigned

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JOB REQUIREMENTS – QUALIFICATIONS

Skills, Knowledge and/or Abilities Required:

Skill to:

- Operate a variety of tools and equipment utilized in the performance of installation, repair and maintenance of electrical systems, plumbing systems, heating and air conditioning systems or other building areas

Knowledge of:

- Basic methods, techniques, materials, tools, and equipment used in maintenance, repair, and construction functions
- Rules, regulations, and operational procedures pertaining to the repair, maintenance, and construction of school buildings, machines, and equipment
- Safe working methods and procedures

Ability to:

- Use skillfully a variety of tools and equipment utilized in one or more of the basic maintenance trades
- Operate a computer to perform information searches and process work orders
- Work from blueprints, shop drawings, and sketches
- Maintain simple records and prepare reports
- Understand and carry out oral and written directions
- Establish and maintain cooperative working relationships
- Work courteously and tactfully with co-workers, public, pupils and parents and promotes team building and a positive work environment
- Adapt easily to work assignments, additional priorities, and new procedures
- Receives constructive criticism and modifies work appropriately
- Work without close monitoring and meet deadlines
- Identify needs and solve problems independently as appropriate
- Suggests procedural improvements to supervisor as appropriate
- Skillful in handling difficult situations using good judgment
- Maintain high level of professionalism in keeping the needs of customers a top priority

PHYSICAL DEMANDS

Persons performing service in this position classification will be expected to perform heavy work involves lifting no more than 100 pounds at a time with frequent lifting or carrying of objects weighing up to 50 pounds. The work may involve ascending and descending ladders, stairs, ramps and slopes, and will involve walking or standing for extended periods. (Per the Code of Federal Regulations – Section 404.1567 “Physical Exertion Requirements”)

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

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EXPERIENCE AND EDUCATION REQUIREMENT

Experience:

Two (2) years of experience as a semi-skilled or skilled worker in one or more of the basic maintenance trades.

Education:

Equivalent to the completion of High School, supplemented by specific training in one or more of the maintenance trades.

LICENSE AND/OR CERTIFICATE REQUIREMENT

- Possession of a valid Class C or higher California Motor Vehicle Operator's License in order to drive District-assigned vehicle

CONDITION OF EMPLOYMENT

- Insurability by the District's liability insurance carrier
- Must receive two (2) hours of asbestos awareness training within the first 60 days of employment. Federal law requires that employees receive additional asbestos-containing building material (ACBM) training if they work in areas in which ACBM may be disturbed. The District provides this training.