

Magnolia School District

MAINTENANCE ASSISTANT

DEFINITION

Under the daily supervision of the Director of MOTF or District Management, performs a variety of unskilled and semi-skilled maintenance and repair work.

EXAMPLES OF DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Makes routine and emergency repairs and adjustments to school buildings and equipment;
- Repairs doors and windows;
- Makes simple installation of hardware;
- Makes repairs to desks, chairs and other furniture and equipment;
- Removes and replaces faucets and fixtures and replaces washers and gaskets;
- Repairs and maintains playground equipment;
- Cleans grease traps and cleans clogged lines;
- May do some rough concrete and carpentry work;
- Assists maintenance person in projects requiring more than one worker;
- Assists warehouse coordinator with freight shipments, unloads freight shipments in the warehouse;
- Operates motorized equipment in the performance of assigned tasks;
- Maintains equipment and cleans work area after projects;
- May respond to emergency calls after hours and on weekends;
- Does related maintenance work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Basic tools and materials used in the building trades.

Ability to:

- Perform a variety of unskilled and semi-skilled maintenance and repair tasks;
- Perform heavy manual labor;
- Understand and carry out oral and written instructions;
- Establish and maintain effective and harmonious working relations with school staff , fellow employees, supervisors and the public;
- Maintain high standard of workmanship;
- Follow safe work practices;
- Follow safe driving practices.

Experience:

- One year of experience in general construction or maintenance work is preferred.

Education:

- High school diploma or equivalent.
- Post-secondary Education – Preferred.
- Pass a rigorous District test related to the field applied.

LICENSE REQUIRED

- Possession of a valid California Motor Vehicle Operator's License.

WORKING ENVIRONMENT

While performing the duties of this job, the employee works on the school grounds and in a classroom as needed. The employee's primary responsibility is working on the grounds and buildings near students and staff during the school day. This position may involve frequent interruption and direct contact with staff, students and the public; a high volume of responsibilities that may require working without direct and/or constant supervision; and working in a school environment where the noise level is usually moderate.

PHYSICAL and MENTAL REQUIREMENTS

The physical and mental requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 75 to 100 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work may involve ascending and descending ladders, stairs, scaffolding and ramps, and will involve walking or standing for extended periods.
- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, the manual dexterity to operate equipment and use hand tools, and handle and work with various materials and objects are important aspects of this job.
- Exposure to hot, cold, wet, humid, or windy conditions caused by weather may occasionally be experienced.

The physical and mental demands described above are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Range: 33

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EQUAL OPPORTUNITY EMPLOYER
