

# JOB NOTICE

NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT  
12820 Pioneer Boulevard Norwalk, CA 90650-2894 (562)868-0431

**\*\*\*PERMANENT DISTRICT EMPLOYEES ONLY\*\*\***

Job #203

January 11, 2019

GENERAL MAINTENANCE PERSON  
Salary \$4216.00 - \$5141.00 per month (Range 260)

## EXAMPLES OF DUTIES

Installs air filters on HVAC equipment, checks belts and lubes equipment as required; keeps drainage systems clean and in working order; replaces broken window glass, retapes and puts new cords in venetian blinds; assembles furniture and other structures; operates power machines on school grounds; makes minor and/or major adjustments and keeps equipment in good working order; builds forms for retaining walls, builds walkways and pours curbs and lays cement; performs operations in utilizing power tools; repairs roofs, floors, and ceilings and other maintenance duties as a skilled worker; may assist in cutting and threading of pipe, plumbing, painting, repairs on doors, windows, electrical and carpentry; uses saws, hammers and other tools; and may be assigned responsibilities not requiring supervision.

## MINIMUM QUALIFICATIONS:

### License:

A valid California Driver's license is required.

### Knowledge of:

Tools used in the various trades.

### Ability to:

Perform heavy manual labor; and follow oral and written instructions.

### Experience:

At least two years of experience as a maintenance person in work involving duties similar to those listed above.

### Education:

Proof of High School Diploma or equivalency. Preferably supplemented by courses in building maintenance.

## WORK YEAR/BENEFITS

This is a **12 month, 8 hour per day position** with the **MAINTENANCE & OPERATIONS DEPARTMENT**. Hours are **7:00 a.m. to 3:30 p.m.** Person selected will receive full benefits. **Person hired will be required to submit a physical examination, proof of vaccinations, and be fingerprinted.** Live Scan Fees: \$32.00, FBI - \$17.00, Child Abuse Index - \$15.00, Social Service - \$10.00 = \$74.00.

## APPLICATION PROCEDURE

Please apply online via **EdJoin.org** at <https://www.edjoin.org/Home/JobPosting/1127845>. The deadline for submitting an application is **JANUARY 18, 2019 @ 4:00 p.m.** A test may be given.

**A.D.A. REQUIREMENTS ON REVERSE SIDE**

**An Equal Opportunity Employer**

## GENERAL MAINTENANCE PERSON

### A.D.A. REQUIREMENTS

#### Physical, Mental and Environmental Demands:

##### **Physical:**

Standing, sitting, walking level surface, walking uneven slippery surface, reaching, bending, use of both legs; wrist/arm motion, grasping/holding, use of both hands; lift regularly 16-25 lbs.; lift occasionally 40 lbs. and up, carry/push regularly 16-25 lbs., carry/push occasionally 40 lbs. and up; color vision, near vision, use of both eyes, sense of smell, normal hearing.

##### **Mental:**

Normal work standards stress, ability to work with interruption, concentrate for long periods of time, reading diagrams.

##### **Working Conditions:**

Exposure to sun, occasionally work above ground level (ladders), seasonal extremes of temperature, wetness, dust, vibration (machine), chemicals (sprays), occasional irregular hours.

The Board of Education of the Norwalk – La Mirada Unified School District is committed to equal opportunity for all individuals in education. District programs, activities, employment, and practices shall be free from discrimination, sexual harassment, harassment, intimidation, and bullying based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. School and District personnel will take immediate steps to intervene when it is safe to do so and when he or she witnesses an act of discrimination, sexual harassment, harassment, intimidation, or bullying.

**Complaints Concerning Discrimination, Sexual Harassment, Harassment, Intimidation, and Bullying:** The Governing Board designated the following person(s) as the Title IX Coordinators/Nondiscrimination Compliance Officers:

<p><b>Title IX Coordinator (Nonstudent Issues):</b> Assistant Superintendent, Human Resources or designee 12820 Pioneer Boulevard Norwalk, CA 90650 (562) 868-0431</p>	<p><b>Title IX, Title VI, and Title VII Coordinator (Student Issues):</b> Assistant Superintendent, Educational Services or designee 12820 Pioneer Boulevard Norwalk, CA 90650 (562) 868-0431</p>
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