

MAINTENANCE WORKER

CLASSIFICATION: Classified

TITLE OF IMMEDIATE SUPERVISOR: Supervisor of Maintenance & Operations

TITLE OF EVALUATOR: Principal or Vice Principal.

JOB SUMMARY: Under the supervision of a M&O Supervisor, perform a wide range of standard electrical, plumbing, carpentry, and painting duties in the installation, repair and maintenance of District grounds and building facilities; and perform other related duties as assigned.

ESSENTIAL DUTIES:

- Maintains boiler
- Maintains heating and air conditioning systems
- Install and/or repair fences, storm drains, gutters, roofs, plumbing, electrical equipment, windows, lockers, and floors.
- Maintain telephone system
- Maintains bell system
- Opens and closes school facilities
- Repair school equipment and furniture
- Maintains athletic fields
- Installs and repair electrical outlets and fixtures
- Keeps records, maintains logs and prepare reports regarding facility maintenance and repairs
- Maintain logs and records on equipment as required
- May supervise student work programs
- May assist with student supervision in campus areas
- Assists staff, students, coaches and parents with requests related to school maintenance and facilities

OTHER DUTIES:

- Gas and arc welding
- Vehicle maintenance
- Small engine repair
- Direct other employees assigned to maintenance projects
- Maintain surveillance cameras as necessary
- May be requested to perform the duties of a Custodian I, Custodian II, Head Custodian I, and/or Head Custodian II

EMPLOYMENT STANDARDS:

• **Training and Experience** –Knowledge of standard practices, principles, and techniques used in the building trades; construction materials; electrical, plumbing, heating and air conditioning systems. Three years experience in building maintenance and or construction trades. HVAC and locksmith knowledge desirable.

• **Abilities** - Ability to: operate power equipment (truck, tractor, fork lift, trenchers) and utilize hand tools in an effective manner; follow written and oral instructions; direct the work efforts of co-workers.

• **Physical Effort/Working Environment** - Indoor and outdoor work environment during all seasons. Perform strenuous work, lift and carry up to 60 lbs., climb ladders, climb on top of buildings.

• **Licenses and Certifications** - A valid Class 3 California driver's license and evidence of appropriate automobile insurance based on DMV regulations may be required.

- **Education** –Completion of formal or informal education sufficient to assure the ability to read and write at the level required to successfully perform duties of the job.

West Sonoma County Union High School District
Classified Salary Schedule - Range 30
8 hrs per day, 12 months
Approved: June 17, 1999
Revised: