

## CENTER JOINT UNIFIED SCHOOL DISTRICT

**JOB TITLE:** Maintenance Worker II

### **DESCRIPTION OF RESPONSIBILITIES:**

This job is distinguished from similar jobs by the following characteristics: Incumbents in this class are assigned a variety of tasks requiring skills in various trades, and performed under general supervision of the Maintenance and Operations Supervisor.

**SUPERVISOR:** Maintenance and Operations Supervisor

### **ESSENTIALS FUNCTIONS**

1. Performs skilled / journeyman work in the following areas: electrical, painting, plumbing, locksmith, welding, low voltage wiring, carpentry work including alterations, repairs and construction of equipment and structures; and resolving emergency situations.
2. Applies finishes to walls and other surfaces (undercoat, sizing, texture, tints, plaster) for the purpose of finishing new construction and/or preparing surfaces after repairs.
3. Builds articles and structures of wood (office furniture, fixtures, room additions, partitions, counters, doors, window frames, sheds, scaffolds, forms, fences, gate) for the purpose of modifying and/or adapting facilities to specific needs.
4. Coordinates with administration and other trades for the purpose of completing projects/work orders efficiently.
5. Estimates materials and/or equipment needed to complete work projects for the purpose of ensuring timely completion of projects.
6. Inspects facilities, systems and their components for the purpose of identifying necessary repairs.
7. Installs systems and/or components (cabinets, woodwork, electrical and air conditioning control equipment, transformers, conduit, ducting, motors, bells, clocks, lighting circuits, gutters, flooring) for the purpose of completing projects safely and within established time frames.
8. Maintains tools, equipment, systems and/or components (motors, bells, electrical and air conditioning equipment, hand tools, power tools) for the purpose of ensuring the availability of equipment in safe operating condition.
9. Pours and finishes concrete walks and curbs for the purpose of providing safe and attractive access to facilities.
10. Paints various surfaces for the purpose of maintaining attractive district facilities.
11. Performs maintenance and adjustments to heating/air conditioning units; changes filters, fuses, belts, minor troubleshooting.
12. Prepares work logs and records related to completed work tasks.
13. Repairs various items, systems and/or components (office furniture, wooden fixtures, woodwork, flooring, doors, windows, screens, drywall, gutters) for the purpose of ensuring that items are available and in safe working condition.
14. Responds to emergency situations such as facility damage, playground equipment and roof leaks.
15. Loads and transports needed tools, equipment, supplies and waste materials to and from work sites.
16. Performs other duties similar to the above scope and function as required.

## **EMPLOYMENT STANDARDS:**

### **Knowledge of:**

- Methods, practices and materials used in maintenance and repair activities.
- Tools, materials, and terminology used in building trades.
- Standards for safe use of equipment.
- Proper maintenance of tools, machinery, and equipment.

### **Ability to:**

- Use and operate safely a variety of hand and power tools, and other equipment used in building/equipment maintenance work.
- Read and interpret blueprints, sketches and diagrams.
- Perform basic arithmetical calculations using addition, subtraction, multiplication, and division.
- Effectively estimate the scope of work assignments and to secure the necessary tools and materials to complete each assignment.
- Work independently with minimal supervision.
- Meet and maintain the physical requirements necessary to safely and effectively perform required duties.
- Communicate effectively in both oral and written forms.
- Establish and maintain cooperative work relationships with those contacted in the performance of required duties.
- Operate district vehicles and travel to various district sites.

## **EDUCATION, EXPERIENCE AND REQUIREMENTS:**

- High School Diploma or equivalent.
- Minimum of three (3) years experience in general maintenance or construction work.
- Possession of a valid and appropriate California's Driver's License and evidence of insurability.
- TB Test clearance.
- Criminal Justice Fingerprint clearance.

## **PHYSICAL CHARACTERISTICS:**

- Sufficient vision to read printed material.
- Sufficient hearing to conduct in-person and telephone conversations.
- Understandable voice with sufficient volume and clarity to be heard in normal conversations.
- Sufficient dexterity to write, use telephone and office equipment.
- Sufficient mobility to move about the District and drive a vehicle.
- Sufficient strength to lift 50 lbs. or carry objects weighing over 25 lbs.
- Physical, mental and emotional stamina to endure long hours under sometimes stressful conditions.

## **BOARD APPROVED:**

December 15, 2021