

Maintenance Worker

Department/Division:	Maintenance and Operations
Reports To:	Site Administrator and/or Director of Operations and Sustainability
Provides Direction To:	None
FLSA Exemption Status:	Classified Bargaining Unit
Date Prepared:	September 29, 2017
Date Adopted by Board:	October 25, 2017
Salary Schedule:	Classified

LARKSPUR-CORTE MADERA SCHOOL DISTRICT

DEFINITION

Under the direction of Site Administrator and/or Director of Operations and Sustainability, performs semi-skilled maintenance, construction, alteration and repair on building, grounds and equipment.; provides assistance to skilled maintenance staff. General direction, supervision, and evaluation are provided by an assigned site administrator.

DISTINGUISHING CHARACTERISTICS

The Maintenance Worker performs semi-skilled activities requiring experience, competency, and physical abilities in connection with various trades such as plumbing, electrical, carpentry, heating, ventilation, air conditioning and painting. In addition to demonstrating the competencies and abilities required of the position, the Maintenance Worker must work cooperatively and productively with a diverse population of internal and external customers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Performs semi-skilled maintenance, construction,, alterations and repairs on buildings, ground and equipment.
- Performs semi-skilled carpentry work utilizing saws, hammers, and other tools.
- Repairs locks; operates key cutting machine; makes new and duplicate keys.
- Repairs, rebuilds or replaces windows, door, door hinges, door closers and door jambs.
- Patches and repairs roofs and gutters.
- Prepares various surfaces for painting; applies paint to interiors and exteriors of buildings as needed; removes paint and graffiti.

- Patches, repairs and finishes cement and asphalt.
- Assists with installation of electrical wiring and fixtures; replaces electrical fuses; incandescent bulbs, fluorescent tubes, switches and receptacles.
- Assists in the servicing of refrigeration, heating and ventilation equipment, including air filter replacements; sets thermostats and timers.
- Troubleshoots, diagnoses, repairs and/or installs air conditioning, ventilating and heating systems (HVAC), including thermostats, timers, fan motors, relays, safety controls, compressors, heating equipment; checks burners, gas valves, and pumps.
- Performs preventive maintenance on equipment and utilities including replacing and servicing parts and components.
- Assists with set-up and cleaning of facilities for special events.
- Works from verbal and written instructions and work orders.
- Operates trucks to transfer and transport tools, equipment and building materials to and from job sites; operates a variety of specialized equipment including various hand and power tools.
- Inspects, installs, maintains, and repairs various types of plumbing fixtures and systems.
- Provides preventive maintenance inspections and servicing to sewer, drains, and other plumbing related systems.
- Cleans out drains and removes obstructions from water and sewer lines, systems, pumps, toilets and urinals.
- Drives a vehicle to conduct work; performs daily preventive and safety inspections; drives a District vehicle to various school sites and vendor locations; obeys traffic laws and observes defensive driving practices; washes and fuels vehicles.
- Maintains various records related to work orders, projects, and assigned activities.
- Responds to emergency calls on a 24-hour basis to keep the District safe and operational.
- Orders and maintains Maintenance & Operations inventory.
- Maintains work areas, equipment and tools in a safe, clean and orderly condition; stores and maintains blueprints.
- Maintains required records and reports related to work orders, materials and assigned activities.

- Communicates with District personnel and/or various outside agencies to exchange information and resolve issues or concerns.
- Assists skilled maintenance staff and performs other general maintenance duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, methods, techniques, materials, tools, and equipment used in building and grounds maintenance and construction.
- General maintenance requirements, policies and procedures of a school district maintenance department.
- Basic carpentry, welding, painting, roofing, electrical, heating, ventilation, air conditioning, refrigeration, plumbing and shop practices.
- Safe work practices.
- Uses and purposes of hand and power tools and equipment used in construction and general maintenance.
- Assembly and operation of labor saving devices such as personnel and material handling equipment.
- Knowledge of and skill at using a computer to access email and common office productivity and /or order processing software to access work-related information.
- Sufficient reading and writing ability in English to read work and safety instructions and document work activity onto standardized forms.
- Sufficient math skills to make measurements, order materials and estimate costs.
- Sufficient human relations skills to work as part of a team and convey technical information to and from co-workers and District staff.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Requires the ability to perform all essential duties of the position with general supervision at an assigned school site or other District facility.
- Work independently and collaboratively with limited supervision; respond to emergencies.
- Acquire skills quickly in work requiring mechanical abilities.
- Perform basic carpentry, painting, roofing, electrical, plumbing and welding work.
- Read and comprehend sketches, drawings and blueprints.
- Observe all safety precautions and procedures, including wearing protective clothing/safety gear in accordance with established standards.
- Conform to uniform code or dress standard.
- Operate and maintain tools and equipment in clean working order.
- Operate motor vehicles and other equipment in a safe manner and in conformance with the Motor Vehicle Code.
- Observe and report safety hazards and need for maintenance and repair.
- Plan and organize work to meet schedules and timelines, on a daily basis.
- Establish and maintain cooperative and effective working relationships with others.
- Order materials and estimate costs.
- Understand and follow oral and written directions in English and read MSDS sheets.
- Complete training within a reasonable time in handling, storage, and disposal of hazardous materials, asbestos awareness, OSHA standards, and blood borne pathogens.

- Apply effective reasoning to identify problems, apply sound judgment and solve practical problems.

EDUCATION, TRAINING, AND EXPERIENCE

Educational attainment equivalent to a high school diploma or its recognized equivalent, plus three years of semi-skilled experience in more than one of the basic maintenance trades such as plumbing, electrical, carpentry or heating, ventilation and air conditioning. Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above, and the ability to perform the duties of the position.

LICENSES; CERTIFICATES; SPECIAL REQUIREMENTS

Licenses and Automobile Requirements: Possession of a valid California C Driver's license throughout employment in a position in this classification.

Must be insurable and maintain insurability by the District's insurance carrier(s).

General contractor's license preferred.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS

While performing the duties of this class, employees are regularly required to use hands and fingers to feel, grasp, manipulate and operate objects, equipment and tools and to reach overhead, above the shoulders and horizontally. The employee must have sufficient strength to manipulate, lift, push, pull, and/or carry on a frequent basis, objects which weigh as much as 50 pounds or more, including objects weighing up to 100 pounds or more with assistance on an occasional basis. The employee is regularly required to stand for extended periods of time and climb, walk on even/and or uneven surfaces, stoop, kneel, bend, twist, and crouch, climb up and down ladders, stairs, and ramps of one or more stories above the ground. The employee is regularly required to hear and speak to exchange information in a proficient manner; distinguish strong odors which may warn of equipment malfunction or danger. The employee must be able to drive a vehicle.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The employee must have hand-eye coordination.

MENTAL DEMANDS

While performing the duties of this class, incumbents are regularly required to use written and oral communication skills in English. The employee must be able to write, to read directions, product labels, printed material, instructions and safety information, and to observe environmental conditions; demonstrate judgment and professionalism when interacting with

supervisors, co-workers, staff, students and others encountered in the course of work; establish and maintain cooperative relationships throughout the work environment; learn quickly and follow verbal procedures and standards to accomplish assigned duties and to apply new skills. The employee must be able to work independently and follow a schedule. The employee occasionally may deal with dissatisfied or quarrelsome individuals, including students, parents and District employees. Some stress may be encountered while performing the duties of this position.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees regularly work in an indoor environment, including damp or wet areas, and an outdoor working environment, including exposure to seasonal heat and cold or adverse weather conditions. Employees are regularly subject to exposure to hazardous materials, harsh chemicals, fumes, risk of electrical shock, and possible exposure to blood borne pathogens; working around and with machinery having moving parts; working at heights; performing physical labor. The noise level is occasionally loud.

OTHER CONDITIONS OF CONTINUED EMPLOYMENT

Participate in employer mandated training and re-training programs.