

VISTA UNIFIED SCHOOL DISTRICT

CLASS TITLE: MAINTENANCE WORKER

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform unskilled to semi-skilled maintenance, construction and repair work on school buildings and grounds; perform preventive maintenance according to established schedules.

DISTINGUISHING CHARACTERISTICS:

Maintenance Worker incumbents perform unskilled to semi-skilled maintenance and repair duties. Maintenance Technician incumbents perform semi-skilled to skilled maintenance repair work.

REPRESENTATIVE DUTIES:

Perform semi-skilled plumbing work; cut and thread pipe; repair, adjust or replace plumbing parts; adjust drinking fountains.

Assist District painters as needed; paint over or remove graffiti.

Replace broken window glass; make routine repairs to doors, windows, roofs, locks, floors and other items; repair and replace floor and ceiling tiles; install and repair door stops; repair chairs, desks, cabinets, appliances and other equipment.

Troubleshoot electrical problems and perform routine repairs as appropriate; repair or replace switches, cover plates and light bulbs; shut down electrical supply during emergencies as necessary.

Maintain venetian blinds; retape and replace cords, drapes and tracks.

Operate a variety of tools and equipment such as drain cleaning tools, paint and painting equipment, plumbing tools, saws, drill motors, drill presses, welder, forklift and trucks.

Pick up and deliver a variety of supplies, material and equipment as needed.

Assist skilled maintenance personnel as required; communicate with skilled maintenance personnel concerning needed repairs as necessary.

Observe and rectify safety hazards or report to appropriate personnel.

Maintain routine records of work performed.

Perform minor repairs on audio-visual equipment.

Perform welding and burning duties.

Maintain a schedule of preventive maintenance.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic methods, materials, tools, terminology and equipment used in the maintenance trades.

Requirements of maintaining buildings and facilities in good repair.

Appropriate safety precautions and procedures.

Health and safety regulations.

ABILITY TO:

Perform unskilled to semi-skilled building and equipment maintenance work involving a variety of trades.

Learn codes, laws, rules, regulations involved in the building maintenance trades.

Operate a wide variety of power equipment and hand tools related to the trades.

Understand and follow oral and written directions.

Meet schedules and time lines.

Maintain routine records.

Work cooperatively with others.

Work from sketches and blueprints.

Lift heavy objects.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years experience assisting in building and maintenance trades.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license. Employees in this classification must maintain insurability at the District's standard rate during the term of employment.