

**North Monterey County Unified School District**  
**CLASSIFIED POSITION DESCRIPTION**

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Position Title:	<b>MAINTENANCE WORKER</b>
Job Family:	Maintenance & Facilities
Reports to:	Supervisor of Facilities, Maintenance, and Operations
Salary Level:	Range 31
Calendar:	Classified 12 Month

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**SUMMARY:**

Under the direction of the Supervisor of Facilities, Maintenance, and Operations, perform a variety of journey-level facility maintenance work in relation to the repair and upkeep of school buildings and equipment including work with electrical and mechanicals systems, plumbing, heating, lighting, locks, heating, ventilation and air conditioning repair (HVAC), clocks, electrical alarm, bell, fire and intercom mechanisms.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Perform a variety of skilled and semi-skilled general maintenance duties in relation to the repair and upkeep of school buildings, grounds and District facilities as assigned.
- Perform and assist in semi-skilled maintenance related to buildings and work including plumbing, painting, carpentry, water cooling and heating systems, HVAC, electrical, masonry, metal work, glass, tile work, roofing, cleaning, flooring, ventilating systems, welding, grounds and equipment as required.
- Conduct regular inspections of equipment and school bell, alarm, and intercom systems; evaluate and report potential issues and malfunctions; ensure that school and District building, facilities, grounds and sites are safe to occupy and utilize after reports of emergency situations.
- Perform routine and emergency repairs and adjustments to school buildings and facilities per established procedures; evaluate stock and submits orders for needed supplies and parts.
- Utilize work order system, detailing repairs to be completed, location of repair, time request was sent by District staff, time repair will begin and estimated completion time and supplies and tools to be used in the process; ensure that the work order is approved for initiation of repair projects.
- Prepare and manage logs of all maintenance functions and repairs performed; ensure adequate supply of parts, tools, repair equipment and materials.
- Repair doors, windows, roofs, fences; perform woodworking and carpentry repair work; paint and apply finishes to various surfaces such as wood, metal, glass, plaster, stucco, wallboard, brick and cement.
- Identify work orders requiring advanced level maintenance and repairs; recommend the subcontracting of specialists and skilled technicians in the completion of needed tasks.
- Operate equipment related to assigned duties including power and hand tools.
- Operate light to medium weight trucks and equipment to pick up or deliver equipment, furniture and other supplies; drive a vehicle to conduct work.
- Assist with moving heavy furniture, equipment and materials as assigned.
- Perform duties as part of a crew or independently on routine tasks as assigned.
- Install, maintain and repair full range of plumbing and electrical equipment common to school buildings as assigned by the position.
- Communicate with employees and departments to exchange information and coordinate activities.
- Utilize computers and work order system software; prepare and maintain records and reports related to assigned activities as required.

**Other Duties:**

- Perform related duties as assigned.

**REQUIRED QUALIFICATIONS:**

**Education and Experience:**

- Any combination equivalent to: graduation from high school, formal maintenance and repair training, and two years of experience in the performance of building maintenance and in electrical and mechanical systems repair and the effective operation of plumbing, HVAC and bell, alarm and fire systems.

**Licenses and other Requirements**

- Valid California Driver's License with proof of insurance. (*Must submit authorization for License Pull Notice.*)

**Knowledge of:**

- Basic techniques, tools and effective methods employed in building, facilities, and maintenance work.
- Applicable laws, City codes, rules and regulations for plumbing, electrical and HVAC repairs and maintenance.
- Safe and efficient procedures for truck loading and delivery.
- Standard school facility and building maintenance safety precautions and procedures.
- Methods and tools used to maintain pumps, filters and related mechanical equipment.
- Safe driving techniques.
- Basic methods and operations of forklift and scissor lifts.
- Proper methods of storing equipment, materials and supplies.
- Oral and written communication skills.
- Health and safety regulations related to assigned duties.

**Ability to:**

- Perform a variety of semi-skilled tasks related to a variety of building, electrical, mechanical and equipment maintenance needs.
- Read District facility blueprints and general building maintenance plans.
- Maintain District facilities in a clean, safe and sanitary condition.
- Drive and operate a variety of vehicles and equipment used in maintenance trades.
- Establish and maintain cooperative and effective working relationships with others.
- Operate hand and power tools and other equipment used in assigned maintenance activities.
- Perform routine maintenance on equipment.
- Understand and follow oral and written instructions.
- Learn, interpret, apply and explain applicable laws, codes, rules and regulations.
- Communicate effectively both orally and in writing.
- Understand and carry out oral and written instructions.
- Work independently with little direction.
- Maintain routine records related to work performed.

**DESIRED QUALIFICATIONS:**

- Building inspection procedures.

**WORKING CONDITIONS:**

**Work Environment:**

- Indoor and outdoor work environment.
- Constant interruptions.
- Seasonal heat and cold or adverse weather conditions.

**Physical Demands:**

- Dexterity of hands and fingers to operate a variety of equipment.


- Bending at the waist, kneeling, stooping or crouching.
- Walking or standing for extended periods of time.
- Reaching overhead, above the shoulders and horizontally.
- Hearing and speaking to exchange information.
- Climbing ladders and working from heights.
- Seeing to perform assigned duties.
- Lifting, carrying, pushing and pulling heavy objects as assigned by the position.

Hazards:

- Moderate exposure to fumes, dust, odors, oil/grease and gases.
- Working around and with machinery having moving parts.
- Working on ladders, roofs and above ground locations.
- Exposure to chemicals used in paints, woodworking applications, electrical components, HVAC systems.

*The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.*

**CSEA and DISTRICT AGREEMENT**

CSEA  DATE 6-12-18  
 DISTRICT  DATE 6/12/18

**Board Approved:** May 24, 2018