

**FORT BRAGG UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION – MAINTENANCE WORKER**

DEFINITION

To perform semi-skilled and skilled carpentry, plumbing, painting, electrical and other maintenance tasks relating to the repair and remodeling of furniture, buildings, grounds and other District facilities.

CLASS CHARACTERICS: This is the entry/journey level in the Maintenance Worker series. Incumbents initially perform the more routine duties assigned to positions in this series and work under close supervision. However, as experience is gained, incumbents are expected to perform the full range of duties as assigned with increasing independence. This class is distinguished from the Senior Maintenance Worker in that the latter provides lead direction over assigned personnel.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Facilities and Transportation Manager.

EXAMPLES OF DUTIES – May include, but are not limited to, the following:

- Performs a variety of carpentry tasks to repair and construct tables, shelves, cabinets and other wood fixtures; repairs and constructs walls and doors; replaces broken glass in windows and skylights.
- Prepares surfaces for painting and paints buildings, fixtures and equipment; paints or stains cabinets and woodwork.
- Repairs or replaces door locks, closers, and other building hardware.
- Installs and repairs chain link and wooden fences; repairs and installs playground equipment.
- Repairs plumbing as necessary including domestic water, sewer, and irrigation systems; replaces broken fixtures, cleans stopped drains and replaces sprinkler heads.
- Inspects and performs necessary repairs and preventative maintenance on boiler systems and heating and air conditioning units; services and repairs pumps, compressors and fans.
- Repairs and installs electrical equipment such as motors, heaters, light switches, wall receptacles, and circuit breakers.
- Lifts, loads, and delivers furniture, equipment and supplies.
- Operates a variety of equipment, machines and tools, and drives motorized equipment.
- Abates asbestos materials, as appropriate.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Methods, materials, tools and equipment used in general building maintenance.
- Principles and techniques of carpentry.
- Mechanics of air conditioning systems, heaters and related equipment.
- Use and maintenance of a variety of power and hand tools.
- Safe work practices.

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Ability to:

- Perform a variety of semi-skilled and skilled carpentry, plumbing and electrical maintenance and construction work.
- Operate a variety of building maintenance equipment, machines and tools.
- Perform preventative maintenance on heating and cooling systems.
- Understand and follow oral and written instructions.
- Establish and maintain effective working relationships with those contacted in the course of work.

Experience, Education and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of responsible experience performing a variety of building maintenance duties.

Training:

See examples of duties and minimum qualifications.

Education:

Equivalent to the completion of twelfth grade.

Special Requirements

- Possession of, or ability to obtain, an appropriate valid California drivers license.
- Possession of, or ability to obtain, a valid asbestos maintenance and operation certificate as required by the Asbestos Hazard Emergency Response Act.

Physical Requirements

- Ability to exert 50 pounds of force frequently to lift, carry, push, pull or otherwise move objects.
- Ability to stoop, climb, stand for long periods of time and perform physical labor, physical mobility and stamina to participate in activities which may be strenuous.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Adopted 4/27/1989

Rev. Board Approved: 8/14/03