

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

**DEFINITION**

To plan and perform skilled carpentry, plumbing, painting, electrical, heating and other building maintenance tasks, and to lead personnel performing maintenance duties.

CLASS CHARACTERICS: This is the advanced journey level class in the Maintenance Worker series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including providing lead direction over assigned staff. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

**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:

- Provides lead direction over assigned maintenance personnel; directs and reviews the work of others; provides input on staff performance evaluations.
- Responds to requests for repairs and maintenance from District staff; evaluates work needed; plans and organizes work to be done.
- Maintains the interior and exterior of buildings, including painting, roof repair and repairs on plumbing, electrical and heating systems.
- Inspects heating units; repairs, steam cleans and reassembles units.
- Performs electrical system wiring and installations; installs new lights and replaces lights.
- Repairs and installs electrical equipment such as motors, heaters and circuit breakers.
- Inspects, operates and maintains the District's water and sewer lines; performs repair work on the water and sewer system.
- Maintains supplies for routine building maintenance requirements orders, purchases and inventories supplies.
- Inspects, operates and maintains district boiler and heating systems.
- Abates asbestos materials, as appropriate.
- Arranges for outside firms to perform maintenance work, as necessary.
- Paints buildings, fixtures and equipment; paints or stains cabinets and woodwork.
- Operates a variety of maintenance equipment, machines and tools; drives motorized equipment.
- Performs related duties as assigned.

**MINIMUM QUALIFICATIONS**

**Knowledge of:**

- Work scheduling methods and techniques.

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**MINIMUM QUALIFICATIONS**

**Knowledge of: (continued)**

- Methods, materials, equipment and tools used in the various building and grounds maintenance specialties.
- Methods and techniques of electrical repairs, carpentry, plumbing, painting, mechanical work, heating and air conditioning maintenance, and gardening.
- Use and maintenance of a variety of power and hand tools.
- Safe work practices.

**Ability to:**

- Perform a variety of skilled carpentry, mechanical, plumbing and electrical maintenance and construction work.
- Plan and carry out a schedule of maintenance activities and assign work to others.
- Communicate clearly and concisely, both orally and in writing.
- Operate and maintain a variety of buildings, grounds equipment, machines and tools.
- 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:**

Three years of responsible experience in building maintenance including experience in carpentry, painting, mechanical repairs, heating and cooling systems.

**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.

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**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