

East Side Union High School District

JOB TITLE: Maintenance Worker

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To perform routine to semi-skilled work in the maintenance and repair of District buildings, facilities, and equipment and to assist in the performance of skilled maintenance tasks as assigned. Employees in this classification receive direct supervision within a framework of standard policies and procedures. This job class performs a variety of maintenance tasks in one or more areas of the building trades and functions at an entry level of classification.

SUPERVISOR: Director of Maintenance

TYPICAL DUTIES

Performs a variety of routine and semi-skilled work in the maintenance and repair of District buildings, facilities, and equipment.

Assists in the performance of skilled maintenance tasks as assigned

Performs routine carpentry work in the alteration, repair, maintenance, and construction of buildings, partitions, cabinets, floors, roofs, doors, windows, wood fixtures, and furniture

Installs and makes routine repairs to electrical wiring, switches, outlets, fixtures, and motors

Cleans and performs routine maintenance and adjustments to heating/air conditioning units, pumps, and boiler systems; changes filters and belts, checks pilot lights, greases motor bearings, etc.

Replaces windows and repairs holes in walls

Loads/unloads trucks; delivers furniture, building materials, supplies, etc.

Operates a variety of hand and power tools including saws and electric drills

Maintains hand and power tools in effective working condition and repair

Performs related duties as required

EMPLOYMENT STANDARDS

Possession of a valid and appropriate California Driver's License

ESUHSD: Maintenance Worker

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Knowledge of basic methods, practices, and materials used in several of the building trades including basic electrical, plumbing, heating, and carpentry repairs

Knowledge of the safe use and operation of a variety of tools and equipment used in repair/maintenance work

Ability to understand and follow both oral and written instructions

Ability to read and write at a level necessary to perform the duties of the position

Ability to use and operate safely a variety of hand tools, power tools, and equipment used in building/equipment maintenance work

Ability to communicate effectively in both oral and written forms

Ability to perform basic arithmetical calculations using addition, subtraction, multiplication, and division

Ability to meet the physical requirements necessary to safely and effectively perform the required duties

Ability to establish and maintain effective work relationships with those contacted in the performance of required duties

Creation date: 10/85