



Leadership • Collaboration • Support

JOB TITLE: Maintenance Construction Tradesperson – Painting, Drywall, and Carpentry

CSEA Salary Schedule, Range 27

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Under general supervision this position performs all maintenance, preventative maintenance, construction, and repair of agency's facilities and equipment, specializing in painting, drywall, and carpentry in support of the Facilities and Maintenance Department and the Organization as a whole.

JOB REQUIREMENTS AND QUALIFICATIONS

- Possession of a valid California state driver's license.
- Knowledge of and experience with the safe use of hand and power tools.
- Must be thoroughly familiar with and follow general safety standards and practices.
- Ability to safely operate a vehicle with a liftgate and tow trailers and equipment.
- Ability to understand and follow oral and written instructions.
- Ability and initiative to independently develop methods and techniques in the interest of effectiveness and efficiency.
- Knowledge and ability to perform general and semi-skilled work in a variety of trades including electrical, Heating, Ventilation and Air Conditioning (HVAC), and plumbing.
- Knowledge and ability to perform skilled journeyman level work in the trades of painting, drywall, plaster, and carpentry.
- Knowledge of modern methods, materials, and equipment and their uses in the performance of maintenance, construction, and repair tasks.
- Ability to meet the physical requirements for the successful performance of the job.
- Ability to work effectively and cooperatively with fellow employees, teachers, administrators, students, outside contractors, and the general public.

- To have or the ability to obtain a forklift operator certification.
- Ability to lift 80 lbs using proper lifting techniques and lift or move heavier items with the assistance of equipment such as pallet jack, hand trucks or carts.

ESSENTIAL FUNCTIONS

- Performs skilled and journeyperson level work in the trades of painting, drywall, plaster, and carpentry in the maintenance, preventative maintenance, and construction of agency's facilities.
- Performs general and semi-skilled in a variety of trades, including electrical, Heating, Ventilation and Air Conditioning (HVAC), and plumbing in the maintenance, preventative maintenance, and construction of agency's facilities.
- Participates in Department wide projects and assists other department workers with installation, maintenance and repair projects as required.
- Safely operate and maintain a variety of equipment such as drills, saws, sanders, meters, grinders, welders, and various other hand and power tools.
- Troubleshoots and repairs equipment and power tools.
- Operates vehicle, tow trailers, lift gate and a forklift to conduct work.
- Change HVAC filters and various lamps or light bulbs.
- Identify and report safety, sanitary, security and fire incidents and hazards to appropriate personnel, and respond to emergency maintenance and repair needs as directed.
- Cleans work areas following completion of maintenance, construction, or repairs.
- Maintains various records related to work orders, projects and assigned activities.
- Maintains work areas, equipment, and tools in a safe, clean, and orderly condition.
- Sets up equipment for special events as necessary.
- Assemble furniture and equipment, delivers, and moves heavy equipment and/or furniture between sites as necessary.
- Assumes responsibility for the security of assigned area(s).

MARGINAL DUTIES

- Performs related duties as required.

SUPERVISION RECEIVED

Employees in this classification receive general supervision within a broad framework of policies and procedures. Employees in this classification establish daily priorities of workload.

SUPERVISION EXERCISED

None

PHYSICAL ACTIVITY REQUIREMENTS

This position requires a physical examination be taken and passed based on the physical requirements listed below:

Work Position (Percentage of Time):

Standing (30%) Walking (50%) Sitting (20%)

Body Movement (Frequency):

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting – lbs. (0-80) Lifting (4) Bending (4)

Pushing and/or
Pulling Loads (4) Reaching
Overhead (4) Kneeling or
Squatting (3)

Climbing Stairs (3) Climbing Ladders (3)