



Leadership • Collaboration • Support

**JOB TITLE: Maintenance Worker**

**CSEA Salary Schedule, Range 21**

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**DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY**

Under general supervision this position performs general and semi-skilled labor and tasks 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 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 75lbs 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 general and semi-skilled in a variety of trades, including carpentry, electrical, Heating, Ventilation and Air Conditioning (HVAC), painting, 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.
- Ability to operate vehicle, tow trailers, lift gate and operate 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.
- Maintain various records related to work orders, projects and assigned activities.
- Maintain 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 custodial services as necessary.
- 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 (15%)      Walking (15%)      Sitting (70%)

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)