

# JOB DESCRIPTION

## Pleasanton Unified School District

### GENERAL MAINTENANCE WORKER

#### **Purpose Statement:**

The job of General Maintenance Worker is done for the purpose/s of performing preventive maintenance, installations and/or repairs to buildings and equipment; assists other trades in connection with construction and mechanical repair including plumbing, painting, carpentry, masonry, metal work, glazing, tile work, roofing, flooring, and welding.

#### **Essential Functions**

- Assists other trades workers (e.g. unclog drains, broken water lines, playground equipment, fabricates gates, doors/locks, graffiti removal; drywall, cabinets, partitions, etc.) for the purpose of supporting them in the completion of their work activities.
- Backs up Head Custodian as may be required for the purpose of providing coverage at school sites.
- Coordinates with administration and other trades for the purpose of completing projects/work orders efficiently.
- Installs system component parts, classroom and office equipment (e.g. carpet, shelving, drinking fountains, TV mounts, ceramic tile, etc.) for the purpose of maintaining facilities in a safe, comfortable and operating condition.
- Maintains tools and/or equipment for the purpose of ensuring the availability of equipment in safe operating condition.
- Prepares documentation (computerized work order system) for the purpose of providing written support and/or conveying information.
- Repairs various items, systems and/or components (e.g. playground equipment, drywall, windows, concrete, walls, etc.) for the purpose of ensuring that items are available and in safe working condition.
- Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of required items.
- Responds to emergency situations for the purpose of resolving immediate safety concerns.
- Transports various items (e.g. tools, equipment, supplies, etc.) for the purpose of ensuring the availability of materials required at job site.

#### **Job Requirements: Minimum Qualifications**

##### Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment used in general maintenance; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: safety practices and procedures; and codes, policies, regulations and/or laws pertaining to general maintenance

ABILITY is required to schedule activities; collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with specific, job-related data; and utilize a variety of job-related equipment. In working with others, some problem solving with data requires following prescribed guidelines; and problem solving with equipment is moderate to significant. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; displaying mechanical aptitude; and setting priorities.

**Responsibility**

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 50% walking, and 30% standing. The job is performed under some temperature extremes and some hazardous conditions and in varying atmospheric conditions.

Experience            Job related experience is required.

Education            High School diploma or equivalent.

**Required Testing**

Pre-employment Proficiency Test

**Certificates & Licenses**

Valid Driver's License & Evidence of Insurability

**Continuing Educ. / Training**

None Specified

**Clearances**

Criminal Justice/Fingerprint Clearance  
TB Clearance

**FLSA Status**

Non Exempt

**Approval Date**

**Salary Grade**

Classified 20