

William S. Hart Union High School District

Position Description

Position: Maintenance Worker II	
Job Family: Maintenance and Operations	FLSA: Non-exempt
Approved by: Personnel Commission, April 20, 2011	Salary Range: 250

Summary

Under the direction of the Director of Maintenance and Operations and Maintenance Supervisor, performs a variety of semi-skilled and skilled work in the maintenance, construction, alteration and repair of buildings, grounds and equipment; provides assistance to skilled maintenance staff.. Performs welding work in fabrication or repair of structures, tools, machines, equipment and parts on power-driven equipment.

Distinguishing Career Features

The Maintenance Worker II performs semi-skilled and skilled maintenance activities, requiring experience, competency, and physical abilities in connection with various trades such as plumbing, electrical, carpentry, heating, ventilation, air conditioning and painting.

Essential Duties and Responsibilities

- Performs semi-skilled and skilled maintenance, construction, alteration and repair of buildings, grounds and equipment.
- Performs welding work in fabrication or repair of structures, tools, machines, equipment and parts on power-driven equipment.
- Performs semi-skilled carpentry work utilizing saws, hammers, and other tools.
- Repairs locks; operates key cutting machine; makes new and duplicate keys.
- Repairs, rebuilds or replaces windows, doors, door hinges, door closers and door jambs.
- Patches and repairs roofs and gutters.
- Prepares various surfaces for painting. Applies paint to interiors and exteriors of buildings as needed. Removes paint and graffiti.
- Assists with installation of electrical wiring and fixtures. Replaces electrical fuses, incandescent bulbs, fluorescent tubes, switches and receptacles.
- Assists in the installation and servicing of refrigeration, heating and ventilation equipment.
- Fabricates, repairs and installs fencing, hand rails, gates, classroom furniture, doors and other metal devices.
- Secures and bolts machinery according to established safety standards.
- Provides welding service as required.
- Operates forklift and trucks to transfer tools, equipment and building materials to and from work assignments.
- Works from verbal and written instructions and work orders.
- Performs preventive maintenance on equipment and utilities including replacing and servicing parts and components.
- Maintains work areas, equipment and tools in a safe, clean and orderly condition. Stores and maintains blueprints.
- Order and maintain Maintenance & Operations warehouse inventory.
- Assists with set-up and cleaning of facilities for special events.
- Maintains required records and reports related to work orders, materials and assigned activities.
- Communicates with District personnel and/or various outside agencies to exchange information and resolve issues or concerns.

- Assists skilled maintenance staff and performs other general maintenance duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills

- Principles, practices, methods, techniques, materials, tools and equipment used in building and grounds maintenance and construction.
- General maintenance requirements, policies and procedures of a school district maintenance department.
- Basic carpentry, welding, painting, roofing, electrical, heating, ventilation, air conditioning, refrigeration, plumbing and shop practices.
- Safe work practices.
- Uses and purposes of hand and power tools and equipment used in construction and general maintenance.
- Assembly and operation of labor saving devices such as personnel and material handling equipment.
- Knowledge of and skill at using a computer to access email and common office productivity and/or order processing software to access work related information.
- Sufficient math skills to make measurements, order materials and estimate costs.
- Sufficient human relations skills to work as part of a team and convey technical information to and from co-workers and District staff.

Abilities

- Acquire skills quickly in work requiring mechanical abilities.
- Perform basic carpentry, painting, roofing, electrical, plumbing and welding work.
- Read and comprehend sketches, drawings and blueprints.
- Operate motor vehicles and other equipment in a safe manner and in conformance with the Motor Vehicle Code.
- Understand and follow oral and written instructions, including safety rules, policies and procedures.
- Order materials and estimate costs.
- Maintain productive and cooperative working relationships with others.
- Observe safe work practices and handle hazardous materials according to accepted procedures.
- Complete training within a reasonable time in handling, storage, and disposal of hazardous materials, asbestos awareness, OSHA standards, and blood borne pathogens.
- Apply effective reasoning to identify problems, apply sound judgment and solve practical problems.

Physical Abilities

- Function indoors in a shop environment and/or outdoors in the field engaged in work of primarily an active nature.
- Ambulatory ability to walk and carry tools and apparatus for 400 yards.
- Sufficient strength and agility to lift, load, move, push and pull objects of heavy weight (up to 70 pounds).
- Hand and finger dexterity to operate specialized equipment and tools.
- Balance to work above ground.
- Climb (e.g. ladders), stoop, bend, crawl, kneel, stoop and crouch on a regular basis.
- Reach overhead, above the shoulders and horizontally.
- Work in extreme temperature conditions.

- Visual acuity to read and observe diagrams, manuals, work conditions, and perform repairs.
- Auditory ability to carry on conversations in person and over the telephone.

Education and Experience

High school diploma or equivalent plus three years of semi-skilled experience in more than one of the basic maintenance trades, such as plumbing, electrical, carpentry or heating, ventilation and air conditioning.

Licenses and Certificates

Valid California driver's license.

Mandatory Requirements

Safe driving record. Must be insurable and maintain insurability by the District's insurance carrier(s).

Working Conditions

Work is performed indoors and outdoors in extreme weather conditions where significant health and safety considerations exist from physical labor, handling of materials, exposure to machinery with moving parts, risk of electrical shock and possible exposure to blood borne pathogens.