



SHORT TERM MAINTENANCE

DEFINITION:

Under the supervision of the assigned supervisor, performs general maintenance work in relation to the repair and upkeep of school buildings, grounds and equipment; provides assistance to journey-level workers and performs related duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Performs and assists in semiskilled maintenance duties related to buildings, grounds and custodial work as assigned including plumbing, painting, carpentry, heating, electrical, masonry, metal work, glazing, tile work, roofing, cleaning, flooring, ventilating systems, welding, grounds, mechanics; provides assistance to journey-level workers and performs related duties as required.
- Assists with lifting, stacking and moving heavy furniture, equipment and materials as assigned.
- Provides assistance in the areas of warehouse, security, pool maintenance, office and stadium work as directed.
- Operates a variety of maintenance equipment related to assigned maintenance activities including a variety of hand and power tools; drives a vehicle to conduct work.
- Maintains routine records and reports related to assigned activities as required.
- Communicates with personnel to exchange information and resolve issues or concerns.

QUALIFICATIONS GUIDE

Knowledge of:

- Basic methods used in building, grounds and custodial maintenance work.
- Safe and efficient practices for truck loading and delivery.
- Safe driving techniques.
- Standard tools, equipment, materials, methods and techniques used in building, maintenance and custodial work.
- Operation and proper maintenance of tool and equipment used in the maintenance trades.
- Requirements of maintaining buildings in a safe, clean and orderly condition.
- Appropriate safety precautions and procedures.
- Oral and written communication skills.
- Basic record-keeping techniques.
- Proper lifting techniques.

Ability to:

- Perform a variety of semi-skilled maintenance duties related to building, grounds and custodial work.
- Assist in assuring a safe environment for students and staff.
- Assist other maintenance personnel in the performance of a variety of duties related to the building trades.
- Operate a variety of assigned tools and equipment effectively and safely.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Learn and apply laws, rules, regulations involved in assigned maintenance activities.
- Understand and follow oral and written directions.
- Observe health and safety regulations.
- Work independently with little direction.
- Meet schedules and time lines.
- Maintain routine records.

EDUCATION/EXPERIENCE:

Any combination equivalent to: graduation from high school and one year experience in building maintenance or custodial work.

LICENSES AND OTHER REQUIREMENTS:

- Valid California Class C driver's license.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate specialized equipment and tools.
- Standing and walking for extended periods of time.
- Seeing to perform maintenance work.
- Hearing and speaking to exchange information.
- Regularly lift and/or move up to 50 pounds; lifting, carrying, pushing or pulling heavy objects up 100 pounds with assistance.
- Bending at the waist, kneeling or crouching.
- Reaching overhead, above the shoulders and horizontally.
- Climbing ladders and working from heights.

WORK ENVIRONMENT:

Indoor and outdoor work environment. Regular exposure to fumes, dust and odors. Seasonal heat and cold or adverse weather conditions. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. Hazards include:

- Working around and with machinery having moving parts.
- Working on ladders.
- Chemical fumes

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