

## **SANTA PAULA UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: SKILLED MAINTENANCE WORKER I**

#### **BASIC FUNCTION:**

Under the direction of the Director of Maintenance and Operations, perform a variety of activities in the maintenance and repair of assigned facilities, utilities and equipment including tasks in carpentry, electrical work, swimming pool maintenance, heating, ventilation and air conditioning (HVAC), construction, plumbing and painting.

#### **DISTINGUISHING CHARACTERISTICS:**

Skilled Maintenance Worker I performs general facilities maintenance. Skilled Maintenance Worker II requires knowledge of and certification for HVAC and more advanced knowledge of and skills related to facilities maintenance.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Perform a variety of activities in the maintenance and repair of designated facilities, utilities and equipment including tasks in carpentry, electrical work, HVAC, construction, plumbing and painting; receive, prioritize and respond to work orders in a timely and efficient manner. Assist other maintenance personnel as directed.

Maintain, troubleshoot and repair heating, ventilation and air conditioning systems and equipment; make routine adjustments and perform preventive maintenance; diagnose malfunctions and determine repair needs; maintain and replace filters as necessary.

Perform regular safety checks of facilities to ensure compliance with established laws, codes and regulations; identify and resolve safety hazards; respond to and resolve emergency situations as required.

Prepare surfaces for painting; apply paint or other protective or decorative material on a variety of surfaces; paint over graffiti as needed; operate a brush, roller or spray gun to apply a variety of surface coverings to various surfaces; clean brushes, tools and other equipment.

Organize and lay out maintenance, repair, installation and construction tasks; interpret plans, diagrams, blue prints, sketches and specifications; estimate time, material and equipment requirements for assigned projects.

Operate and maintain a variety of hand and power tools and equipment such as drills, saws, presses, grinders and pallet jacks.

Assemble, move and arrange various furniture and equipment as directed; load and unload equipment and supplies.

Monitor inventory levels of maintenance supplies and equipment; order, receive and maintain appropriate inventory levels of supplies and equipment.

Communicate with personnel and various outside agencies to exchange information, coordinate activities and resolve issues or concerns based on supervisor direction.

Maintain various records related to safety, expenses, work orders, project status and assigned activities.

Perform preventive maintenance on equipment and utilities including replacing and servicing parts and components.

**OTHER DUTIES:**

May be required to maintain swimming pool and surrounding areas on a regular basis; brush and vacuum pool, hose down surrounding decks and backwash filters for water clarity; clear pool drains, gutters, and deck drains; inspect, maintain, repair and replace a variety of pool related equipment. Conduct daily inspections of pool water and maintain proper chemical balances.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

General methods, materials, tools, terminology and equipment used in the building maintenance trades including electrical work, HVAC, carpentry, plumbing and painting.

Some incumbents may require knowledge of methods, procedures, materials, tools and equipment used in the maintenance, cleaning and repair of swimming pools.

Applicable fire regulations, safety precautions, and health and safety regulations and procedures.

Requirements of maintaining facilities, utilities and equipment in good repair, including preventive maintenance principles and practices.

Proper methods of storing equipment, chemicals, materials and supplies.

Operation of a wide variety of hand and power tools and equipment.

Shop math applicable to the building trades.

Technical aspects of the building maintenance trades.

Record-keeping techniques.

Oral and written communication skills.

Proper lifting techniques.

**ABILITY TO:**

Perform a variety of activities in the maintenance and repair of facilities, utilities and equipment including tasks in carpentry, electrical work, construction, plumbing and painting.

Operate a wide variety of hand and power tools and equipment related to the building trades.

Receive, prioritize and respond to work orders in a timely and efficient manner.

Some incumbents may require ability to clean, maintain and repair the swimming pool, surrounding areas and related equipment to ensure safe and sanitary conditions.

Organize and lay out work.

Inspect, diagnose, maintain, repair or replace a variety of parts and equipment.

Work from sketches, diagrams, blueprints, plans and specifications.

Work independently with little direction.

Estimate material and supply needs.

Observe health and safety regulations.

Maintain records related to work performed.

Follow applicable building codes, ordinances, policies, regulations, guidelines, fire regulations, and safety precautions.

Understand and follow written and oral instructions.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Perform heavy physical labor.

**EDUCATION AND EXPERIENCE:**

Graduation from high school or its equivalent supplemented by **any combination of** specialized training in building maintenance or a related field and two years' experience in the maintenance trades.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class C driver's license and an acceptable driving record to qualify for insurability by the District's insurance carrier.

Any incumbent required to perform pool maintenance shall obtain a State Certified Pool Operator Certification and annually renew the certification at District expense.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor work environment.

Regular exposure to fumes, dust, dirt, oil/grease. Seasonal heat and cold or adverse weather conditions.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a variety of tools and equipment.

Hearing and speaking to exchange information.

Ability to see to perform maintenance duties.

Lifting, carrying, pushing or pulling heavy objects as assigned by the position.

Reaching overhead, above the shoulders and horizontally.

Bending at the waist, stooping, kneeling or crouching.

Climbing ladders and working from heights.

Standing for extended periods of time.

**HAZARDS:**

Working around and with machinery having moving parts.

Working at heights.

Power saws and flying debris or nails.

Exposure to fumes from paints and solvents.

Electrical power supply and high voltage.

Working in a cramped or restrictive work chamber. Working at heights on ladders or scaffolding.

**FINAL 3/20/14**