

**Job Title:     MAINTENANCE & SECURITY WORKER II**

**Definition:**

Under the immediate direction of the Supervisor of Operations and the general supervision of the Director of Operations and the Director of Facilities. Strives to maintain the safety and security of campus buildings, facilities and areas adjacent to school sites, performs duties involved in the receipt and delivery of District mail, courier services, performs routine clerical, recordkeeping duties, keeps areas clean, sanitary, functional and safe. May perform semi-skilled tasks associated with maintenance and the repair of buildings, grounds and equipment.

**Distinguishing Characteristics:**

This classification is distinguished from others in this series in that the incumbent is assigned to patrol, observe, maintain records and monitor District property, handle the delivery of mail, packages, duplicating, courier and warehouse duties, setting up, cleaning the Board Room including surrounding areas with-in the District Office, Facilities and Warehouse, perform minor repairs, and is involved in manual labor aspects of delivery, warehousing, maintenance, grounds, and custodial functions. The hours for this position are weekends and weekdays that include non-operational times.

**Essential Job Duties:**

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here:

1. Operate and maintain a District vehicle
2. Make routine checks of security gates, building locks and windows
3. Maintain log sheets and write incident reports
4. Observe and report incidents of vandalism and misuse of school property
5. Monitor alarm systems
6. Contact appropriate personnel in the event of an emergency
7. Report all unsafe conditions
8. Deliver, pick up, and sort; mail, supplies, packages, duplicating, and equipment to sites, departments, and offices, and apply postage when needed
9. Secure or repair broken or damaged windows, doors, cabinets, gates, fencing etc.
10. Daily open and prepare District Office, Facilities and Warehouse for the day's activities
11. Perform semi-skilled maintenance, grounds and custodial work
12. Assists maintenance, grounds, warehouse and custodial personnel as needed
13. Operates various equipment
14. Know locations and be capable of disconnecting utility shut-offs
15. Monitor energy-related systems, such as lighting and HVAC
16. Perform other related duties as assigned

**Minimum Knowledge, Skill and Ability:**

**Knowledge of:**

- Methods and practices used for efficient and time-saving work schedules.
- Principles of safety and practices in fire prevention.
- Proper methods of handling and lifting heavy loads.
- Work methods, materials, tools and equipment used in building maintenance, grounds, warehouse and custodial

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**Skill and Ability to:**

- Quickly learn work schedules and perform work as required by the schedules.
- Work harmoniously with fellow workers, school personnel, public, and outside agencies.
- Work independently without constant supervision
- Perform manual labor and lift heavy loads properly and safely.
- Write necessary reports.
- Understand written and oral directions
- Operate fork lift and other warehouse equipment and vehicles
- Maintain professional confidentiality.
- Safely use a wide variety of hand and power tools involved in general maintenance, grounds and custodial.
- With instructions, use all equipment related to his/her specific assignment

**Training and Experience:**

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be: high school diploma or its equivalent and responsible building trade, facilities, grounds, warehouse, delivery, or custodial experience in a school system.

**License and Certificate:**

Possession of a valid California driver's license and be insurable.

**Physical Requirements and Working Conditions:**

- Require vision (which may be corrected) to read small print
- Require mobility to stand, stoop, reach and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Performs work which involves the frequent lifting, pushing and/or pulling of objects which may weigh approximately 75 pounds and may occasionally weigh up to 100 pounds with appropriate lifting techniques.
- Required to work evenings and weekends.
- Require the ability to walk long distances
- Require the ability to stand for long periods
- Is subject to inside and outside environmental conditions.
- May be required to work in inclement weather
- May be required to work within enclosed spaces or at heights above ground level
- May be required to work around moving mechanical parts
- May be required to work with harsh and toxic substances.
- May be required to wear protective apparel including goggles, face protectors, aprons, and shoes.
- May be required to take and pass physical examination.
- Will be required to have live scan fingerprinting completed and cleared prior to beginning work

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<b>Physical Requirements Information</b>				
Activity	Never	Occasionally Up to 3 hours	Frequently 3 – 6 hours	Constantly Over 6 hours
Sitting		X		
Standing		X		
Running	X			
Walking			X	
Crawling		X		
Kneeling		X		
Climbing		X		
Squatting		X		
Bending (neck)		X		
Bending ( waist)		X		
Twisting (neck)		X		
Twisting (waist)		X		
Reaching(above shoulder)		X		
Reaching (below Shoulder)		X		
Pushing & Pulling		X		
Fine Manipulation		X		
Power Grasping		X		
Simple Grasping		X		
Repetitive use of hands			X	
Keyboard Use		X		
Mouse Use		X		
Lifting/Carrying				
0 – 10 lbs.			X	
11 – 25 lbs.		X		
26 – 50 lbs.		X		
51 – 75 lbs.		X		
76 – 100 lbs.		X		
100 + lbs.		X		
Walking on uneven ground			X	
Driving		X		
Working with heavy equipment		X		
Exposure to excessive noise		X		
Exposure to extreme temperatures		X		
Exposure to dust, gas, fumes, or chemicals		X		
Working at heights		X		
Repetitive movement		X		
Use of special visual or auditory PPE		X		
Working with bio-hazards (e.g., blood-borne pathogens, sewage, etc.)		X		

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<b>Mental and Psychological Demands</b>		Frequency	
<b>Basic Work Abilities:</b>		Essential	Non-Essen
1	Follow verbal and written instructions	C	
2	Maintain the established work pace	C	
3	Adhere to established work and safety procedures	C	
4	Respond appropriately to direction, evaluation, or criticism	C	
5	Respond appropriately to changes in the work setting	C	
<b>Attention to Task/Details:</b>			
6	Perform simple/repetitive tasks	C	
7	Perform complex/varied tasks	C	
8	Organize tasks and set priorities	C	
9	Manage multiple tasks simultaneously	C	
<b>Interaction with Others:</b>			
10	Work cooperatively with coworkers	C	
11	Interact with customers or the public	C	
<b>Decision Making:</b>			
12	Use basic problem-solving techniques	C	
13	Work autonomously, or with minimal supervision	C	
14	Make independent decisions based on data/circumstances	C	

**Frequency Key:** The following abbreviations denote the frequency an activity is performed daily.

N = Never

I = Infrequently (less than once per day)

O = Occasionally (less than 2 ½ hours per day)

F = Frequently (2 ½ to 5 hours per day)

C = Continuously (more than 5 hours per day)