

**Job Title: MAINTENANCE VI**

**Definition:**

Under the general supervision of the Supervisor of Operations and the Director of Facilities, plans and coordinates maintenance operations as directed. Also performs other related duties including assisting in the planning of district-wide maintenance and preventative maintenance operations.

**Distinguishing Characteristics:**

Coordinates the directions of facilities management staff following the chain of command and provides lead direction to other maintenance personnel

**Essential Job Duties:**

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

1. Coordinate maintenance work and crews to carry out instructions, including daily schedules
2. Recommends specific purchases of materials, supplies and equipment that promote the efficiency of the maintenance operations.
3. Provides input to the evaluation criteria for all maintenance positions.
4. Inspect jobs to insure quality of workmanship.
5. Recommends training and service for maintenance personnel.
6. Assists as needed in the performance of duties of the maintenance crews or any other duty assigned. Examples are:
  - a) Repair and maintenance of district and school buildings, including HVAC, electrical telecommunications, air conditioning and plumbing systems.
  - b) Upgrading and modification of building to meet current district needs.
  - c) Coordination of site electrical, telecommunication, plumbing and other systems with the new temporary buildings.
7. May perform all work covered under the Maintenance V description.
8. Performs other related duties as assigned.

**Minimum Knowledge, Skill, and Ability:**

**Knowledge of:**

- Principles of supervision
- Tools, materials, methods and terminology used in several of the building trades
- Fundamentals of most of the crafts; painting, carpentry, plumbing, HVAC, electrical, phone, and telecommunication system and associated shop practices
- Must have specific knowledge of all maintenance and trade requirements of Maintenance I, II, III, IV, and V

**Skill and Ability to:**

- Understand how temporary buildings are placed on school sites
- Apply the principles, methods, materials and equipment used in the qualified crafts
- Use a wide variety of hand and power tools involved in general maintenance and in the qualified crafts
- Work from sketches, drawing and blueprints

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- Use various equipments
- Perform heavy manual labor and lift heavy loads properly and safely
- Follow oral and written instructions
- Maintain professional confidentiality
- Maintain effective and cooperative working relationships with those contacted in the course of the work

**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 equivalent with additional courses in maintenance or telecommunications or electrical or HVAC or plumbing or at least four years or journey level maintenance experience in a school system or in a very similar situation in one of the skilled trades.

**License and Certificates:**

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 the mobility to stand, stoop, reach and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects
- Perform lifting, pushing and/or pulling which does not exceed 100 pounds and is infrequent aspect of the job
- May be required to work in inclement weather without effective protection from sun, cold and rain
- 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 work within enclosed spaces or at heights above ground level
- May be required to work around loud noise
- May be required to work around moving mechanical parts
- May be required to work around electrical current
- Is subject to inside and outside environmental conditions
- May be required to take and pass a physical examination
- Will be required to have live scan fingerprinting completed and cleared prior to beginning work

Range: 39

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

**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)