

Job Title: MAINTENANCE IV

Definition:

Under the direction of the Maintenance Lead and the general supervision of the Supervisor of Operations and Director of Facilities, performs skilled and semi-skilled and preventative maintenance; major and minor construction and repair work on school buildings, grounds, and equipment.

Distinguishing Characteristics:

The duties of the Maintenance IV are distinguished from those of Maintenance III in that the Maintenance IV is assigned a variety of skilled and semi-skilled maintenance tasks including all those covered in Maintenance III and performs specialized assignments in one or more of the following trades: painter, locksmith, or glazier.

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. May perform all work covered under Maintenance III description.
2. Performs special assignments from one or more of the following trades: painter, locksmith, plumber, electrician, carpenter or air conditioning.
3. Performs other related duties as assigned.

Minimum Knowledge, Skill and Ability

Knowledge of:

- Tools, materials, and terminology used in several of the building trades
- Fundamentals of most of these crafts: painting, locksmith, and glazier and associated shop practices
- Principles, methods, materials, and equipment used in one or more of these trades: painting, locksmith, plumber, electrician, carpenter, or air conditioning
- Safety principles
- Preventative maintenance fundamentals

Skill and Ability to:

- Apply the principles, methods, materials, and equipment used in a qualified craft
- Safely use a wide variety of hand and power tools involved in general maintenance and the qualified craft
- Work from sketches, drawings, and blueprints
- Use all equipment related to his/her specific assignment
- Perform heaving manual labor and lift heavy loads properly and safely
- Work independently without constant supervision
- Maintain professional confidentiality
- Maintain effective and cooperative working relationships with those contacted in the course of the work

Job Title: MAINTENANCE IV

Training and Experience:

Any combination equivalent to training and experience that could like 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. Trade school graduate desired and minimum of two years experience in general building maintenance work and three years in the specific trade.

Licenses 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 an infrequent aspect of the job.
- May be required to work in inclement weather without effective protection from the 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: 36

Job Title: MAINTENANCE IV

PHYSICAL REQUIREMENTS INFORMATION				
Activity	Never	Occasionally Up to 3 hrs.	Frequently 3 – 6 hrs.	Constantly Over 6 hrs.
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-		X		

Job Title: MAINTENANCE IV

borne pathogens, sewage, etc.)				
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Mental and Psychological Demands		Frequency	
Basic Work Abilities:		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	
Attention to Task/Details:			
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	
Interaction with Others:			
10	Work cooperatively with coworkers	C	
11	Interact with customers or the public	C	
Decision Making:			
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)