



PITTSBURG UNIFIED SCHOOL DISTRICT

GENERAL MAINTENANCE WORKER

CLASSIFICATION SPECIFICATIONS

DEFINITION:

Under the general supervision as directed by the Director of Maintenance and Operations and/or designee, performs a variety of skilled work in the general maintenance and repair of buildings, facilities, grounds and equipment.

DISTINGUISHING CHARACTERISTICS:

Performs routine and extensive preventative maintenance and repair on District buildings, grounds, mechanical equipment and utility systems.

EXAMPLES OF DUTIES:

- Performs a variety of work tasks in the maintenance and repair of buildings and grounds at various facilities/school sites in the areas of carpentry, electrical, glazier, masonry, plumbing, painting, etc.
- Repairs and treats structures such as floors, showers, sinks, walls, roofs, and carpets.
- Performs minor troubleshooting, repairs and adjustments of locks on doors, cabinets, desks, closets; repairs door hinges, cleans plugged key slots.
- Changes filters on heating, ventilating and air conditioning units.
- Services appliances, kitchen and emergency equipment; hooks up appliances; reports mechanical malfunctions to the appropriate internal party for action.
- Moves and assists in moving furniture and equipment.
- Sets up and breaks down partitions, platforms and stages.
- Exercises discretion in identifying projects requiring the services of higher skilled crafts persons.
- Activates and deactivates building alarms and responds to alarm calls.
- Maintains clean, safe and orderly work sites.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS:

Knowledge Of:

- Methods used in maintenance including basic knowledge of the following trades: carpentry, plumbing, glass replacement, painting, masonry, grounds keeping, appliance repair and minor electrical repair.
- Standard practices and tools used in maintenance and repair of building facilities.
- Safety practices and procedures related to building trades.
- Basic math to add, subtract, multiply and divide.

Ability To:

- Coordinate a variety of work assignments
- Skillfully use and care for a variety of hand and power tools
- Review and identify projects to be serviced by other trades.
- Work from sketches, drawings and blueprints
- Plan, estimate time, materials and costs required for work projects
- Use a computer to prepare and maintain accurate, complete and timely reports and records
- Complete written/electronic paperwork, such as work orders.
- Set up and safely work from ladders, lifts and scaffolding to perform job duties
- Meet physical requirements necessary to safely and effectively perform required duties
- Understand and carry out oral and written instructions; communicate effectively
- Maintain cooperative working relationships with those contacted in the course of work.
- Follows industry safety standards
- Establish and maintain cooperative and effective working relationships with those contacted in the course of work assignments.

Education, Training and Experience:

Any combination of education, training and experience which demonstrates the ability to perform the duties and responsibilities as described including related work experience in one or more of the building trades.

Licenses:

Possession of a valid California Driver's License (DMV print-out required)

Physical Requirements:

- Stand, stoop, walk, climb, bend, twist, kneel, and crawl for extended periods.
- Lift and carry sixty (60) pounds.
- Adequate hearing to talk on the telephone/radio and safely communicate in the working environment
- Adequate sight or corrected vision for the purpose of reading laws, codes, rules, policies, blueprints, schematics, specifications, and other printed matter

WORKING CONDITIONS:**Environment:**

Indoor and outdoor

Driving as needed

Hazards:

Working at roof level heights

Working in contained areas

TERMS OF EMPLOYMENT:

Work Year: Twelve (12) months

Salary: Placement on Classified Salary Schedule: Range 40 (\$3,567.18 – \$4,338.48 monthly)

Board Approved: February 11, 2015