



LOWELL JOINT SCHOOL DISTRICT

MAINTENANCE-GENERAL

Classified Salary Schedule
Range 28

JOB SUMMARY:

Under general supervision, performs skilled and semi-skilled trades maintenance work in the installation, maintenance, and repair of District facilities and equipment.

ESSENTIAL FUNCTIONS:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Install, repair, and/or adjust plumbing fixtures, pumps, motors, boilers, valves, thermostats, and other parts of school heating and ventilating systems. Clean drains, flush sewer lines and thread and replace pipe where necessary.
- Hang and install lights; replace fuses, sockets, switches, and wiring; repair small electrical appliances, motors, circuit breakers, televisions, and electric clocks and alarms.
- Repair, construct, alter, and install doors, wall partitions, ceilings and windows; repair desks, chairs, bookcases, and other District articles of furniture constructed of wood.
- Prepare various surfaces for painting, varnishing, or staining by sanding, patching, priming, and puttying; use brush, roller, or spray equipment to apply decorative or protective finishes to District buildings, equipment, and vehicles.
- Maintain and repair steam cookers, dishwashers, ovens, gas controls, and other cafeteria equipment.
- Install, repair, and maintain door closures, window, panic, and other hardware devices; make welding, roofing, glazing, and flooring repairs as needed. Install, repair, and re-key locks.
- Change filters in air conditioning units, and maintain and lubricate air conditioning pumps, belts, pulleys, motors, compressors, and bearings.
- If available, makes emergency repairs at any time of day or night.
- Perform other related duties as assigned.

QUALIFICATION GUIDELINES:

Knowledge of:

- Tools, methods, materials, and equipment used in general maintenance work such as locksmith, carpentry, welding, plumbing, heating, electrical, etc.
- Shop mathematics applicable to general maintenance.
- Energy conservation methods and procedures.
- Applicable building codes, ordinances, fire regulations and health and safety regulations and procedures.
- Basic record keeping techniques.

Ability to:

- Perform heavy manual labor, understanding and following appropriate safety precautions and procedures.
- Safely and proficiently use a wide variety of common hand and power tools and shop equipment.
- Inspect and evaluate facilities, equipment and systems to ensure safe and efficient operation and legal compliance with fire, safety and uniform building codes.
- Organize and maintain routine records related to work performed.
- Estimate materials and supply needs.
- Operate a District vehicle observing legal and defensive driving practices.
- Work independently with minimal supervision.
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain cooperative and effective working relationships with others.
- Establish and maintain effective record keeping procedures.
- Lift and move equipment weighing up to 50 pounds.

Education/Training/Experience:

Four years experience in performing general maintenance work; one year locksmithing experience is desirable. (Job specific skills are typically acquired by completion of apprenticeship or training/coursework in one or more trade areas.) Experience in another class within the District may be substituted upon recommendation of the Director of Maintenance and Operations and with the approval of the Superintendent.

Licenses/Certificates/Special Requirements:

A valid California Driver’s License and the ability to maintain insurability under the District’s Vehicle Insurance Policy.

PHYSICAL STANDARDS AND WORKING CONDITIONS:

The physical and mental demands and work environment described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. These physical demands are generic in nature and tasks may vary dependent on specific trade and or specialized work assignment.

Physical Demands:

Physical demands of this position include sitting or standing for extended periods of time, regularly required to use hands and fingers to handle and operate objects, tools, or controls and reach with hands and arms. The employee is required to frequently walk, stand, stoop or kneel, bend at the waist and reach above the shoulders. Continuously uses hand strength to grasp tools and climb ladders. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job. The employee will engage in heavy labor including the ability to lift and/or move up to 50 pounds such as power tools. Occasionally the employee will lift and/or move up to 75 pounds such as broken concrete, furniture, lumber, etc. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands:

Employee must be able to comprehend and follow written and oral instructions; read and interpret data, information and documents; interpret policies and procedures; work under deadlines with interruptions; and interact cooperatively with District staff, vendors, contractors, and the general public.

Work Environment:

While performing the duties of this job, the employee regularly works outdoors with exposure to seasonal heat, cold and adverse weather conditions. The employee may be required to work at varying heights. The employee will work near or with moving mechanical equipment such as a jackhammer, power saw, sander, drill, etc. The employee will regularly work around flying debris, paint, gas, fumes, dust and odors. The employee must be able to meet deadlines with time constraints.

Employees are provided with individual work vehicles and must be able to drive a vehicle to conduct work. Noise level in the work environment is usually moderate and occasionally will be very loud.

The information contained in the physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. Individuals who hold this position may perform additional duties and additional duties may be assigned.

WORK PERIOD:

12 months per year, 5 days per week, 8 hours per day