

**DIXON UNIFIED SCHOOL DISTRICT**  
**Job Description**

**TITLE:** Maintenance Worker III

**CLASSIFICATION:** Classified (SEIU)

**REPORTS TO:** Director of Maintenance & Operations

**RANGE:** 320

**WORK YEAR:** 12 Months

**CLASS:** Maintenance & Operations

**BOARD APPROVAL:** 1/14/16

**BOARD REVISION:**

**PRIMARY FUNCTION:** Under the direction of the Director of Maintenance and Operations, provides lead direction to maintenance workers in functional areas which may include inspection, service, and repair of buildings, grounds, systems, equipment, and furnishings; monitors and performs maintenance operations, construction and repair activities; coordinates and prioritizes activities of one or more crews and ensures that work is completed in a timely manner and to expected standards; and to do related work as required.

**RELATIONSHIP TO STUDENT ACHIEVEMENT:** This position supports student achievement by creating an instructionally supportive environment that safeguards student and staff well-being.

**SUPERVISION OVER:** Not Applicable

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but to accurately reflect the primary job elements. 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 this classification.

- Serves as a maintenance lead worker, including prioritizing work, training staff in work procedures, and inspecting work of assigned staff.
- Performs skilled maintenance activities varying with area of assignment, including performing basic trade activities such as electrical, plumbing and carpentry work in District buildings and facilities.
- Oversees the work of maintenance staff and contractors to ensure that work meets specifications and standards; oversees buildings and facilities to ensure District property is being properly maintained and provides a safe environment for users.
- May inventory and order supplies, equipment and materials for projects, including determining appropriate supplies and materials and locating vendors; may provide input into budget requests in areas of assignment.
- Contacts principals and site staff to inform them of work to be performed and answers questions regarding District projects.
- May perform and/or coordinate training on safety issues; monitors work to ensure staff are following safe working practices and standard operating procedures.
- Assists Director of Maintenance and Operations in the tracking of expenditures and use of forced labor hours on projects; maintains logs and records of work performed and materials used.
- Performs all skillsets and responsibilities that are required for the Maintenance I and II positions.
- Guides or trains Maintenance I and II Workers and Maintenance Worker – HVAC Technician on various projects across the trades and skillsets.
- Receives work orders from Director of Maintenance and Operations; may update work order status using online system.
- Responds to work orders efficiently and in order of priority; communicates with supervisor about projected labor, materials needed, and job status.

- Prepares for fire, health, and safety inspections; monitors, inspects, and maintains safety and access equipment (e.g. electrical, lighting, alarm, lift systems, etc.) as directed; maintains clear routes for emergency egress.
- Inspects and tests fire extinguishers for proper operation in accordance with supervisor directives and mandated schedules; reads gauges and records results on tags.
- Monitors building conditions; reports sanitary/safety violations, fixture malfunctions, and damages to facilities; actively participates in emergency situations.
- Ensures that assigned buildings and job sites are secured at the end of the day.
- Cleans job site after completing projects; removes trash and debris from job site.
- Anticipates and replenishes routine consumable supplies to avoid work schedule interruptions.
- Uses a computer to research needed parts and materials.
- Reports all major repairs and requisitions to director prior to any expenditure of funds.
- Calls and schedules the service of subcontractors at the direction of the Director of Maintenance and Operations.
- Meets with subcontractors at job sites to grant access and specify work hours.
- Consults with supervisor to schedule work and avoid disrupting building activities except during emergencies.
- Prepares/maintains accurate records and submits required paperwork on time.
- Assists Maintenance workers in the performance of their duties.
- Drives District vehicles between school sites, vendors, and various locations in the performance of job duties.
- Wears District-provided work attire appropriate for the position.
- Cares for, supervises, controls, and protects students in a manner commensurate to assigned duties and responsibilities.
- Completes other reasonable duties as assigned.

**TRAINING, EDUCATION, AND EXPERIENCE:**

- High school diploma or the equivalent; may be satisfied by appropriate experience and recommendations verifying sufficient knowledge and skills.
- Three to five years' experience in building, institutional, and/or grounds maintenance work OR an equivalent combination of experience and education from which comparable knowledge, skills, and abilities have been achieved.
- Prior experience working in a public school setting preferred.

**LICENSES AND OTHER REQUIREMENTS:**

- Requires a valid California Driver's License an insurable status by the District's carrier.
- Fingerprint/criminal justice clearance.
- Possession of a negative TB risk assessment certificate and, if risk factors are identified, a negative TB examination, that is no more than 60 days old and renewable at least once every four years.

**KNOWLEDGE AND ABILITIES: The following outline of essential knowledge, abilities, and physical requirements is not exhaustive and may be supplemented as necessary in accordance of the job.**

**KNOWLEDGE OF\*:**

- Technical maintenance and repair procedures (i.e. mechanical, electrical, plumbing, carpentry, masonry, etc.).
- Methods to maintain, repair, and modify building systems (i.e. HVAC, communication, security, etc.).
- Basic tools and terms used in building and grounds maintenance work.
- Technical methods and practices followed in the maintenance of tools, machinery, and equipment.
- Knowledge of District protocols and industry safety standards.

**ABILITY TO\*:**

- Coordinate, facilitate, prioritize, and estimate the scope of each work assignment and secure necessary tools and materials to complete the assigned work.
- Operate a variety of trade tools and equipment.
- Drive a pick-up truck.
- Meet rigid deadlines, and perform tasks that require strenuous, physical exertion.

- Maintain confidentiality of privileged information obtained in the course of work.
- Exercise caution and comply with health and safety regulations.
- Understand and carry out multi-step oral and written instructions.
- Form and maintain cooperative and effective working relationships with others.
- Sustain productivity with frequent interruptions.
- Maintain consistent, punctual, and regular attendance.
- Work both independently with little direction and as a part of a team.
- Meet District standards of professional conduct as outlined in Board Policy.

*\*Candidates should have a firm working knowledge of these concepts, practices, and procedures and the ability to use them in varied situations.*

## **WORKING CONDITIONS:**

### **PHYSICAL DEMANDS (With or without the use of aids)\*:**

- Work is performed while moving about the facilities to conduct maintenance for extended periods of time.
- Work is performed while positioning self to perform maintenance, make repairs, etc..
- Requires traveling in a vehicle to job assignments.
- Work is performed while moving supplies weighing up to 50 pounds across a campus.
- Requires the ability to access trees, rooftops, and other elevated locations via a ladder.
- Requires the ability to communicate effectively with staff, students, parents, and community members.
- Requires the ability to detect information displayed in a manual and make log entries.
- Requires the ability to operate tools and equipment.

*\*Consideration will be given to qualified disabled persons who with reasonable accommodation can perform the essential functions of the job.*

**SAMPLE ENVIRONMENT:** In vehicle traveling to job assignments; various campus facilities; indoor office setting where employees are protected from weather conditions or contaminants; occasional temperature changes; exposure to usual office sounds, dust, and possible odor of perfume or room deodorizer; outdoor environments on campus in variable weather conditions; variable heights, confined spaces, variable/diminished lighting; loud and consistent noise created by power tools and equipment; fumes and odors caused by chemicals and solvents.