

DIXON UNIFIED SCHOOL DISTRICT
Job Description

TITLE: Maintenance Worker I

CLASSIFICATION: Classified (SEIU)

REPORTS TO: Director of Maintenance & Operations

RANGE: 240

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, to use general knowledge and manual skill in the inspection, servicing, and repair of buildings, grounds, systems, equipment, and furnishings; 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.

- Performs general preventative, routine, and emergency maintenance work on systems (i.e. plumbing, electrical, HVAC, sewer, lighting, public address, bell, alarm, watering, drainage, etc.)
- Performs general preventative, routine, and emergency maintenance work on facilities and equipment (i.e. fencing, roofs, paved surfaces, bleachers, playground structures, boilers, fans, compressors, pumps, windows, doors, locks, hinges, closures, furniture, etc.)
- Does painting, carpentry, masonry, welding, and equipment installation.
- Operates, cleans, and maintains trade tools.
- Picks up, delivers, moves and arranges furnishings, materials, supplies, and equipment as directed.
- 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, tests, and maintains safety and access equipment (e.g. electrical, lighting, alarm, lift systems, etc.) in accordance with supervisor directives and mandated schedules; records results of inspections/tests in appropriate logs and provides logs to supervisor.
- Inspects and tests fire extinguishers for proper operation in accordance with supervisor directives and mandated schedules; reads gauges and records results on tags.
- Maintains clear routes for emergency egress.
- 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.
- 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 II and Maintenance III workers in the performance of their duties.

- Assists on a broad variety of projects within the Maintenance and Operations department.
- 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.
- One to three 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 and 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*:

- General maintenance and repair procedures (i.e. mechanical, electrical, plumbing, carpentry, masonry, etc.).
- Building systems (i.e. HVAC, communication, security, etc.).
- Basic tools and terms used in building and grounds maintenance work.
- Methods and practices followed in the maintenance of tools, machinery, and equipment.

ABILITY TO*:

- 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.
- Write to complete logs and keep records.
- 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 fundamental working knowledge of these concepts, practices, and procedures, and the ability to apply 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 work 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.