

## Maintenance General

### Purpose Statement

The job of Maintenance General is done for the purpose of providing general assistance to Maintenance workers; assisting in the completion of projects in accordance with trade standards; and supporting other skilled trades in completing work assignments.

This job reports to Assigned Supervisor

### Essential Functions

- Collaborates, communicates and coordinates with supervisor and trades colleagues for the purpose of completing projects and work orders efficiently.
- Attends meetings for the purpose of conveying and gathering information required to perform job functions.
- Cooperates with various stakeholders for the purpose of ensuring work is done as required by the District, within an established time frame, and meeting safety standards.
- Estimates time and equipment needed to complete work projects for the purpose of ensuring timely completion of projects.
- Maintains vehicle, tools, and equipment as needed for the purpose of ensuring their availability and functionality.
- Operates equipment as needed and allowable under current certification requirements for the purpose of providing a safe and working environment.
- Performs routine and preventive maintenance as assigned for the purpose of ensuring the ongoing functionality of District-wide systems.
- Procures equipment and supplies as needed for the purpose of maintaining availability of items needed to complete jobs efficiently.
- Repairs a variety of work-related systems as needed for the purpose of ensuring that items are available and in safe working condition.
- Researches work-related topics for the purpose of gathering information and making recommendations.
- Transports a variety of tools, equipment, and supplies as needed for the purpose of ensuring their availability as required at job sites.

### Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### Job Requirements: Minimum Qualifications

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices and procedures; diagnosing equipment malfunctions; estimating required

resources; inspecting buildings and grounds; operating job related equipment; planning and managing projects; reading blueprints and schematics; and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: codes, laws, rules, regulations, and policies regarding department-related operations; and safety practices and procedures.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a wide variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; analyzing issues and determining appropriate course of action; applying material handling techniques; available on-call; communicating with persons of diverse backgrounds; displaying mechanical aptitude; meeting deadlines and schedules; organizing tasks; setting priorities; working as part of a team; and working with detailed information.

### **Responsibility**

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 45% walking, and 45% standing. The job is performed under some temperature variations and under conditions with exposure to risk of injury and/or illness.

**Experience:** Basic knowledge of buildings, tools and equipment.

**Education (Minimum):** High school graduation or equivalent.

### **Required Testing**

None Required

### **Certificates and Licenses**

Valid Driver's License

### **Continuing Educ. / Training**

Maintains Certificates and/or Licenses  
District Mandated Training

### **Clearances**

Criminal Background Clearance  
Physical Capacities Test Clearance  
Tuberculosis Clearance

### **FLSA Status**

Non Exempt

### **Approval Date**

December 14, 2021

### **Salary Grade**

Range 9

### **Revised Date**