

Maintenance Worker I

Purpose Statement

The job of Maintenance Worker I is done for the purpose of providing support to the educational process with specific responsibilities for maintaining facilities in safe operating condition; performing basic routine and semi-skilled work as assigned; and assisting District department personnel to accomplish tasks.

This job reports to Assigned Supervisor

Essential Functions

- Performs a variety of basic, routine and semi-skilled work activities in the maintenance and repair of District buildings, facilities, and grounds, including directly assisting and taking work direction from department personnel in performing assigned tasks, for the purpose of completing projects within established time frames.
- Assists and performs duties for the purpose of ensuring District buildings and facilities are safe and comply with applicable laws, codes, ordinances and regulations.
- Attends meetings, workshops, training, and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Communicates with District personnel for the purpose of exchanging information and resolving issues or concerns.
- Confers and collaborates with maintenance, grounds, and other department employees on projects as needed for the purpose of ensuring the proper and efficient maintenance and repair of District buildings and facilities.
- Identifies and reports safety, sanitary, security, and fire incidents and hazards to appropriate personnel for the purpose of providing a safe and secure environment.
- Maintains work areas, tools and equipment in a safe, clean and orderly condition for the purpose of ensuring their availability and functionality for performing required tasks.
- Maintains various records related to duties for the purpose of documenting activities and/or conveying information.
- Operates and maintains a variety of equipment under supervision for the purpose of performing needed tasks in a safe manner.
- Participates in department wide projects and assists other department workers with installations, maintenance and repair projects as required for the purpose of completing projects in a safe, efficient manner.
- Attends meetings, workshops, training, and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Helps respond to emergency maintenance and repair needs as directed for the purpose of taking appropriate action.

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 multiple 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: operating equipment used in skilled trades, power and hand tools, etc.; adhering to safety practices; handling hazardous materials; and planning and managing projects.

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: standard methods, materials and tools used in assigned skilled trade; driving and operating specialized equipment and vehicles; safety practices and procedures; and read, write and speak English.

ABILITY is required to schedule activities; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; 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; developing effective working relationships; displaying mechanical aptitude; and working under time constraints.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. There is some opportunity to affect 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, significant stooping, kneeling, crouching, and/or crawling and some fine finger dexterity. Generally the job requires 10% sitting, 45% walking, and 45% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience is required.

Education (Minimum): High school diploma or equivalent.

Required Testing

None Required

Continuing Educ. / Training

Maintains Certificates and/or Licenses
District Mandated Training

Certificates and Licenses

Valid Driver's License

Clearances

Criminal Background Clearance
DMV H6 Driving History Report
Physical Capacities Test Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

December 14, 2021

Salary Grade

Range 2

Revised Date