

Job Description

San Ramon Valley Unified School District

Maintenance Worker II

Purpose Statement

The job of Maintenance Worker II is done for the purpose of providing support to the educational process with specific responsibilities for performing a variety of routine, semi-skilled and some skilled work as assigned; working within an established framework of set procedures; performing assigned tasks with some independence and minimum instruction; and assisting District department personnel to accomplish tasks.

This job reports to Assigned Supervisor

Essential Functions

- Performs a variety of routine, semi-skilled and some skilled work activities in the maintenance and repair of District buildings and grounds for the purpose of completing projects within established time frames.
- Assists and performs duties for the purpose of ensuring District buildings and facilities comply with applicable laws, codes, ordinances and regulations.
- Communicates with District personnel for the purpose of exchanging information, 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.
- Assists in estimating materials and/or equipment needed to complete work projects under direction for the purpose of ensuring timely completion of projects.
- Identifies and reports safety, sanitary, security, and fire incidents and hazards to appropriate personnel for the purpose of providing a safe and secure environment.
- Assists in inspecting facilities, grounds and equipment for the purpose of performing maintenance and repairs and preventive maintenance activities.
- Maintains various records related to duties for the purpose of documenting activities and conveying information.
- 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.
- Operates and maintains a variety of equipment under supervision for the purpose of performing required tasks in a safe manner.
- Participates in department wide projects and assists other departments and trade workers with maintenance and repair projects as needed for the purpose of completing projects in a safe, efficient manner.
- Learns and assists in reading and interpreting plans, diagrams, blue prints, sketches, technical manuals and specifications for the purpose of performing assigned duties and repairing and maintaining equipment.
- Assists in receiving and responding to general work orders for the purpose of completing projects/work orders efficiently.
- Helps respond to emergency maintenance and repair needs as directed for the purpose of taking appropriate action.

- Attends and participates in meetings, workshops and training for the purpose of conveying and/or gathering information required to perform functions.

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 need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying pertinent codes, policies, regulations and/or laws; operating equipment used in the trades; operating standard office equipment including pertinent software applications; reading and understanding plans, diagrams, blue prints, sketches, technical manuals, etc.; handling hazardous materials; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: maintenance programs, state and federal requirements regarding maintenance at school sites; codes, regulations and laws related to the job functions; and read, write and speak English.

ABILITY is required to schedule activities; gather and 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 specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals and/or groups; work with specific, job-related data; and utilize a wide variety of types of job-related equipment. Problem solving with data requires following prescribed guidelines; and problem solving with equipment insignificant. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; setting priorities; working as part of a team; and adapting to changing priorities; meeting deadlines.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. There is a continual opportunity to impact 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 exposure to risk of injury and/or illness.

Experience: Three years of recent work experience in maintenance or similar related work; or, two years experience performing work equivalent to Maintenance Worker I in San Ramon Valley Unified School District.

Education (Minimum): High school diploma 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
DMV H6 Driving History Report
Physical Capacities Test Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

December 14, 2021

Salary Grade

Range 4

Revised Date