

# Job Description

San Ramon Valley Unified School District

## Maintenance Worker III

### Purpose Statement

The job of Maintenance Worker III is done for the purpose of providing support to the educational process with specific responsibility for performing semi-skilled, skilled, and semi journey level work as assigned; working within an established framework of set procedures; performing tasks with some independence under guidance of skilled trades staff; and assisting District personnel to accomplish tasks.

This job reports to Assigned Supervisor

### Essential Functions

- Analyzes blue prints, schematics, and drawings of District systems under guidance for the purpose of determining the most efficient installation of new or upgraded systems.
- Assists other department staff as assigned for the purpose of ensuring District buildings and facilities are safe and comply with applicable laws, codes, ordinances, and regulations.
- Collaborates with journey level workers and supervisors on projects as needed for the purpose of ensuring the proper, timely, and efficient maintenance and repair of District buildings, facilities, and grounds.
- Diagnoses causes of maintenance problems and failures in systems for the purpose of identifying repair and replacement needs.
- Estimates time, materials, and equipment needed to compete work projects under guidance for the purpose of ensuring timely completion of projects.
- Inspects facilities, grounds, and equipment under guidance for the purpose of performing maintenance and repairs and preventive maintenance activities.
- Maintains a variety of work-related items for the purpose of ensuring their availability in a safe operating condition.
- Operates and maintains a variety of equipment under supervision for the purpose of performing required tasks in a safe manner.
- Prepares information for the purpose of documenting activities and conveying information.
- Procures equipment and supplies for the purpose of maintaining inventory and ensuring availability of items required to complete the necessary installation and repair.
- Identifies and reports safety, sanitary, security, and fire incidents and hazards to appropriate personnel for the purpose of providing a safe and secure environment.
- Researches work-related topics for the purpose of gathering information and making recommendations.
- Receives and responds to general work orders for the purpose of completing projects/work orders efficiently.
- Responds 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 gathering information required to perform job 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 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: operating equipment used in plumbing; planning and managing projects; preparing and maintaining accurate records; and adhering to safety practices.

KNOWLEDGE is required to perform basic math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods, techniques, materials, tools used in plumbing installation, maintenance, and repair; 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 variety of job-related equipment. Some problem solving may be required to identify issues and select 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; communicating with diverse groups; and working with frequent interruptions.

### **Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising 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, some climbing and balancing, significant 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 extremes and under conditions with exposure to risk of injury and/or illness.

**Experience:** Four years of recent work experience in maintenance or similar, related work, including at least two years of work experience at a level equivalent to Maintenance Worker II 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  
Physical Capacities Test Clearance  
DMV H6 Driving History Report  
Tuberculosis Clearance

### **FLSA Status**

Non Exempt

### **Approval Date**

December 14, 2021

### **Salary Grade**

Range 6

### **Revised Date**