

# Southern Kern Unified School District

## Position Description

Position Title: **Maintenance**

Department: Maintenance

Reports To: Director of Maintenance and Operations or Designee

Prepared By: Staff Date: July 2012

Approved By: Board of Education Date: August 1, 2012

**SUMMARY:** To help maintain the physical school and district facility in a condition of operating excellence so that full educational use of it may be made at all times.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

- Takes in-service training as stipulated by contract
- Maintain all plant support equipment, including HVAC, plumbing, electrical and other mechanical equipment
- When emergencies occurs, on-call responsibilities are required
- Assist in the upkeep of grounds when assigned
- Perform preventive maintenance procedures in accordance with District preventive maintenance schedules
- Operate power equipment, including vehicles
- Perform skilled tasks to provide necessary improvements for district facilities
- Repair windows and their openings and locking mechanisms
- Install and modify doors and door locks and associated hardware
- Make reasonable effort to perform work in the field as required by local conditions, i.e.; electrical, cement work, construction, etc.
- Notify the Supervisor of Buildings and Grounds of any construction, repair or maintenance problems
- Provide accounting of maintenance activities performed on proper District forms
- Accurately order and account for material and labor relative to assignments
- Maintains all safety and code requirements of the State, local and Board of Education guidelines
- Performs general maintenance work inside and outside the physical plant such as ceiling, roof, electrical, plumbing, concrete, masonry, glazing, insulation, tile and pump and fan repairs
- Recommends supplies and equipment for purchase and maintains the inventory of district-owned hand tools, equipment, hardware, materials, and supplies
- Assure that work area is left in a clean and safe condition

**SUPERVISORY RESPONSIBILITIES:** As appointed by administration to the most senior in the position.

*QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCE:**

- High School Diploma or GED
- Two (2) years in general commercial building maintenance
- Four years experience with mechanical and electrical equipment repair and maintenance
- Knowledge of safety practices and first aid

- Specialized knowledge in one or more of the construction and/or maintenance trades
- Willingness to attend classes relative to specialized equipment
- Have the ability to work with school personnel, contractors and their employees, and the public
- Ability to work in the absence of immediate supervision and the ability to work with other people

**LANGUAGE SKILLS:**

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals
- Ability to write routine reports and correspondence

**MATHEMATICAL SKILLS:**

- Ability to calculate figures and amounts such as proportions, percentages, area, circumference and volume
- Ability to apply concepts of basic algebra and geometry

**REASONING ABILITY:**

- Read and understand blue prints and schematics
- Ability to solve practical problems and deal with a variety of concrete variables in situations where limited supplies and information exists
- Ability to interpret a variety of instructions furnished in written, oral diagram or schedule form

**CERTIFICATES, LICENSES, REGISTRATIONS:** Valid California driver's license

**OTHER SKILLS and ABILITIES:**

- Ability to pass a district written and physical test
- Ability to establish and maintain effective working relationships with students, staff and the community
- Ability to perform duties with awareness of al district requirements and Board of Education policies

*PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- While performing the duties of this job, the employee is frequently required to stand, walk, use hands and fingers to handle or feel objects, tools or controls, and talk or hear
- The employee frequently is required to reach with hands and arms such as to operate vibrating machinery
- The employee is occasionally required to sit
- The employee frequently must squat, stoop or kneel, reach above the head and reach forward
- The employee continuously uses hand strength to grasp tools and climbs on to ladders
- The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job
- The employee must frequently lift and/or move up to 50 to 90 pounds such as a tool box
- Occasionally the employee will lift and or move up to 90 lbs such as motors, jack hammers
- The employee will sometimes push/pull items such as tables, scaffolds, and cabinets
- Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus

*WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- While performing the duties of this job, the employee works indoors and outdoors
- The employee will work near or with moving mechanical equipment
- The employee may occasionally work with toxic or caustic chemicals such as petroleum products, degreasers, and sprays and non household dust
- The employee must be able to meet deadlines with severe time constraints
- The noise level in the work environment is usually moderate and occasionally will work in a loud area

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*