

LEMOORE UNION ELEMENTARY SCHOOL DISTRICT

Human Resources Department

Job Description

Title:	Utility Maintenance Worker	Reports to:	Director of Facilities, Maintenance & Operations
Department:	Facilities, Maintenance & Operations	Classification:	Classified
FLSA Status:	Non-Exempt	Work Year:	12 months
Board Approval:	February 13, 2018	Salary Schedule:	Classified/Range 21

JOB SUMMARY:

Under general supervision of the Director of Maintenance/Operations to perform a variety of skilled/semi-skilled utility, maintenance, and repair of district buildings, building fixtures, equipment and furniture involving painting, carpentry, plumbing, electrical, concrete and mechanical repair skills; custodial work as required; and to do other related work as required.

REQUIRED QUALIFICATIONS:

Ability to:

- Use work order system;
- Use or learn to use hand and power tools utilized in the painting trade;
- Use or learn to use hand and power tools utilized in the building trades including carpentry, painting, plumbing, electrical, heating and air-conditioning equipment;
- Use or learn to use cleaning materials and equipment with skill and efficiency;
- Use or learn basic electricity;
- Support and represent the school district in conversations with the public;
- Work under general supervision and follow oral and written directions;
- Use or learn to use power equipment related to grounds maintenance;
- Work flexible hours not limited to but including a split shift;
- Recognize and locate conditions which require maintenance and repair work;
- Maintain cooperative and positive relationships with personnel contacted in the course of work.

Knowledge of:

- Work order system
- Standard tools, methods, practices and materials involved in painting and maintenance of buildings, machinery and furniture;
- Methods and practices followed in maintenance of tools, equipment, and buildings, and machinery, with emphasis on more than one area;
- Safe work practices

Education:

- Equivalent to completion of 12th grade and any combination of training and experience sufficient to demonstrate the knowledge and abilities listed above.

Experience:

- Three years of general experience in building maintenance and repair work which preferably involved a variety of tasks in the building trades.

License:

- Possession of an appropriate California Operator's License, issued by the State Department of Motor Vehicles. Maintain insurability under the district insurance plan.

ESSENTIAL FUNCTIONS:

- Performs general work in the alteration, repair and maintenance of buildings, partitions, cabinets, floors, roofs, doors, windows, screens and wood fixtures and furniture;
- May make minor repairs to doors, windows, screens, wood fixtures and furniture in the course of cleaning, sanding, sealing and preparation for painting;
- Install and make minor repairs or replaces building wiring, switches, outlets, light fixtures, and small electrical motors in a variety of electrical appliances;
- Makes emergency repairs and adjustments to plumbing equipment and apparatus involving replacement of broken pipe, cleaning plugged drains, replacing washers and gaskets, faucets, floats and valves;
- Performs preventive maintenance on heating, ventilation and air conditioning systems;
- Assists with repair and installation of water and sprinkler systems;
- Mixes, pours, and finishes concrete used in laying floors, platforms and repairing equipment or steel furniture and fixtures;
- Performs repairs monitors low pressure boilers systems; repair and install water and sewer lines, including cutting, fitting and installing water, gas and steam pipes;
- Repair small engines and motors;
- Assists with moving or rearranging furniture, chairs, desks, tables and other equipment;
- Make minor repairs and adjustments to plumbing equipment;
- Perform grounds duties as required, including but not limited to mowing, planting of trees and shrubs;
- Work flexible hours not limited to but including a split shift;
- Perform custodial duties as required;
- Perform other duties as assigned.

WORKING CONDITIONS:

Environment:

- Ability to work in extreme hot and cold weather conditions.

Physical Abilities:

- Eyesight corrected or uncorrected sufficient to read fine print;
- Color vision sufficient to distinguish among color cables and wires;
- Ability to conduct verbal conversation;
- Hear normal range verbal conversation (approximately 60 decibels);
- Sit, stand, stoop, kneel, bend and walk;
- Stand for sustained periods of time;
- Kneel or squat for extended periods of time;
- Ability to climb ladders and work from heights, reaching overhead and horizontally;
- Climb stairs, steps, ramps and step ladders;
- Push and/or pull a variety of tools and equipment weighing up to 50 or more pounds;
- Lift and/or carry up to 50 or more pounds; and,
- Exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension and knee flexion.

Employee: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Lemoore Union Elementary School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.