

PENN VALLEY UNION ELEMENTARY SCHOOL DISTRICT

14806 Pleasant Valley Rd., Penn Valley, CA 95946-9722

Phone (530) 432-7311 Fax (530) 432-7314

www.pvuesd.org



Torie F. England, Ed.D. - Superintendent

JOB TITLE : Maintenance Technician/Groundskeeper
* Lead Maintenance Technician (as designated by management)

Basic Function : Under the supervision and general direction of the Maintenance Supervisor, performs maintenance services in keeping assigned areas, clean, orderly and secure; performs related duties as assigned. The Maintenance Technician is instrumental in keeping district facilities and grounds in a state of operation/condition that presents no problem or interruption to the educational program. Miscellaneous repair and maintenance work combining skills and knowledge of more than one trade.

Job Range : Range 7

Reports to : Maintenance Supervisor, Superintendent and/or assigned administrator

Essential Duties and Responsibilities:

Perform maintenance duties as scheduled by the Maintenance Supervisor, Superintendent and/or assigned administrator. Examples include, but are not limited to:

- Maintain a positive and helpful attitude with adults and children and work cooperatively with fellow workers, employees and other staff members.
- Service and repair district equipment, and machinery on a regular maintenance schedule and as needed.
- Install, repair and maintain electrical systems, appliances, fixtures and wiring, network and cabling.
- Install, repair and maintain heating and ventilating systems and appliances.
- Install, repair and maintain plumbing and pipe systems and fixtures.
- Paint and refinish all types of surfaces, furniture and equipment.
- Install, repair and maintain hinges, locks, windows and doors.
- Install, repair and maintain all types of floors, wall surfaces, roofs, rain gutters, furniture, and equipment and other tasks requiring carpentry work.
- Perform routine maintenance and minor repair on school vehicles.
- Work with wood, metal, stone and concrete or projects that are assigned.
- Observe proper use and care of hand and power tools.
- Obtain prior approval from supervisor for purchase of parts, material or equipment except in emergencies. Purchase necessary parts for emergency repairs.
- Advise supervisor of safety hazards or items in need of replacement or maintenance work.
- Maintain, diagnose, and repair district machinery, refrigerator, ovens, equipment, heating systems and air conditioning units.
- Fabricate wood or metal for needed projects.
- On a weekly basis or as needed, maintain large field areas at each site and assist in the maintenance of the irrigation lines
- Prepare and maintain records, inventory, supplies, work orders and safety issues as assigned.
- Adheres to Board policies and regulations and maintain a thorough working knowledge of the district procedures.

- Other duties as may be assigned or reasonably expected of a district maintenance technician.

SAFETY/SECURITY

- Reports and removes any safety hazards. Reads and interprets safety labels.
- Identifies and reports safety, sanitary, and fire hazards, and major repairs needed promptly to his/her supervisor.
- Follows the district procedures for storage, disposal and recycling.
- Understands and follows procedures to handle and store chemicals properly. Utilizes Safety Data Sheets.
- Responds to emergency calls.
- Report any unauthorized visitors and/or vehicles.
- Complete safety training and follow proper safety practices.
- May be requested on a voluntary basis to be on standby to respond to after hours alarm calls for district sites.

SITE SUPPORT

- Performs emergency repair or cleaning services and replaces light bulbs as necessary.
- Reports and/or repairs damage done to school property.
- Assists with necessary painting, general repairs, general mechanical areas, remodeling, and renovation during school recesses.
- May assist in cleaning required at the sites.
- May assist Maintenance/Custodian employee(s) in the minor repair and replacement of sprinklers, minor painting jobs, minor electrical, plumbing, lighting, furniture, fence, gate, and other related repairs.
- Moves furniture or equipment within buildings as required for various activities and as directed by the Maintenance Supervisor, Superintendent, and/or assigned administrator.
- Insect, reptile, large mammal, and rodent control.
- Removes biohazard waste materials.
- May assist in lunch set up and tear down and raising and lowering of flags.

GROUND

Perform routine grounds duties as scheduled by the Maintenance Supervisor, Superintendent, and/or assigned administrator. Examples include, but are not limited to:

- Mowing, trimming, edging, and maintenance of playing fields, lawns, trees and shrubs.
 - Lawn and flower irrigation.
 - Hoeing of weeds.
 - Raking/and or blowing of leaves and debris.
 - Sweeping of walk ways and snow removal when required
 - Operate vehicles and power driven equipment such as tractors, power lawnmowers, trimmer, edgers, snow blowers and similar types of mechanical equipment used in grounds maintenance work
 - General grounds maintenance
 - Herbicide spraying and required documentation.
- Perform other duties as may be assigned by Maintenance Supervisor, Superintendent, and/or assigned administrator as reasonably expected.

LEAD MAINTENANCE TECHNICIAN (IF NEEDED)

- Lead Maintenance Technician, if designated by management, will assist, supervise, and direct the work of all Maintenance/Custodial and Night Custodian as needed. He/she will maintain inventory of supplies, order supplies, assign work orders through the online system, maintain daily and vacation schedules and provide training for the positions listed above.
- If designated by management as a Lead Maintenance Technician, the employee will be placed on Range 8.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE

- High School Diploma or Equivalent (GED).
- Any combination of training and experience, which demonstrates ability to perform the duties as described. A typical qualifying background would include prior experience and/or training in maintenance work.
- Experience in maintenance/repair in areas such as: plumbing, electrical, HVAC, painting, mechanics, carpentry, grounds maintenance and locksmithing.

CREDENTIALS AND/OR SKILLS AND ABILITIES

- Knowledge of cleaning materials and methods and the proper use of chemicals and materials in cleaning; safety practices and sanitary procedures; proper lifting techniques; basic mathematical skills to understand ratios for mixing cleaning solutions; rules, regulations, and procedures to properly dispose of hazardous fluids, blood borne pathogens, and chemicals.
- Modern cleaning methods and use and care of cleaning equipment and materials, tools and basic practices of building maintenance, facility utilities, mechanisms, ie. gas, water and electrical cutoffs.
- Knowledge and ability to operate heaving machinery including a tractor/backhoe/riding mower and their attachments
- Skill and Ability to communicate effectively in both oral and written form; read, understand and follow instructions, schedules, and safety label directions; operate a variety of cleaning and maintenance equipment in a safe manner; perform minor repairs; work cooperatively and effectively with individuals and groups; work independently with minimal supervision; organize and prioritize tasks to meet cleaning schedules; perform the physical requirements of the position.
- Employee must wear required personal protective equipment and have the ability to follow all applicable safety standards.
- Knowledge and ability to read blueprints or other drawings including schematics as necessary.

CERTIFICATE AND CLEARANCE REQUIREMENTS

- Valid CA Driver's License. Employees in this classification must maintain insurability and possess a satisfactory driving record.
- TB Test (Current within last 4 years)
- Criminal Justice Fingerprint Clearance
- Ability to pass a Post-Offer Placement Exam (POPP)

REASONING ABILITY:

1. Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
2. Ability to establish and maintain effective working relationships with students, co-workers, staff and community.
3. Ability to perform duties with awareness of all district requirements and Board of Education policies.

LANGUAGE SKILLS:

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

MATHEMATICAL SKILLS:

1. Ability to add, subtract, and multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those 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.

1. While performing the duties of this job, the employee regularly works indoors and outdoors in a school environment and come in direct contact with students, Penn Valley Union Elementary School District staff, and the public.
2. The employee will work near or with moving mechanical equipment.
3. The employee may occasionally work with toxic or caustic chemicals such as petroleum products, degreasers, and sprays.
4. The employee must be able to meet deadlines with severe time constraints.
5. The noise level in the work environment is usually moderate.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sitting or standing for extended periods of time, walking over rough or uneven surfaces to monitor projects.
2. Must possess strength, stamina and mobility to perform heavy physical work out of doors in all weather conditions and with exposure to potentially hazardous conditions, use varied hand and power tools, drive a motor vehicle.
3. While performing the duties of this job, the employee is regularly 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. 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.
4. The employee must frequently lift and/or move up to **50 pounds** such as cleaning supplies, pails and unloading trucks. Occasionally the employee will lift and/or move up to **75 pounds to 100 pounds** with assistance. The employee will sometimes push/pull items such as tables, bleachers, scrubbing machines. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
5. Lift and move materials and equipment weighing up to **90 pounds and heavier weights** with the use of proper equipment and/or assistance.
6. Hearing and speech to communicate in person and over the telephone and/or radio.

Endurance

	<u>Minutes At One Time</u>
Sit	0-45 min.
Stand	0-45 min.
Walk	0-45 min.
Drive	0-45 min.
Keyboarding	0-30 min.

Total Hours In An 8-Hour Day

	0-2
	2-6
	5-7
	0-2
	0-1

	<u>NVR</u>	<u>RARE</u>	<u>SELD</u>	<u>OCCAS</u>	<u>FREQ</u>	<u>CONT</u>
	<u>0%</u>	<u>1-5%</u>	<u>6-19%</u>	<u>20-33%</u>	<u>34-66%</u>	<u>67-100%</u>
LIFT						
1 - 10 lbs.						X
11 - 20						X
21 - 35				X	X	
36 - 50				X		
51 - 75				X		
76 - 100				X		
CARRY						
1 - 10 lbs.						X
11 - 20				X	X	

	<u>NVR</u>	<u>RARE</u>	<u>SELD</u>	<u>OCCAS</u>	<u>FREQ</u>	<u>CONT</u>
	<u>0%</u>	<u>1-5%</u>	<u>6-19%</u>	<u>20-33%</u>	<u>34-66%</u>	<u>67-100%</u>
Bend/Stoop					X	
Twist					X	
Crouch/Squat				X	X	
Kneel				X		
Crawl				X		
Walk-Level					X	
Walk-Uneven					X	
Climb Stairs					X	
Climb Ladder					X	
Reach Shoulder				X		

21 - 35				X	X	
36 - 50				X		
51 - 75				X		
76 - 100				X		
PUSH						
1 - 10 lbs.						X
11 - 20				X	X	
21 - 35				X	X	
36 - 50				X		
51 - 75				X		
76 - 100				X		
PULL						
1 - 10 lbs.						X
11 - 20				X	X	
21 - 35			X	X		
36 - 50			X			
51 - 75		X				
76 - 100		X				

Use Arms						X
Use Wrists						X
Use Hands						X
Handling						X
Fingering				X		
Foot Control					X	
ENVIRONMENT						
Inside			X			X(1)
Outside						X(1)
Heat	N	O	R	M	A	L
Cold	N	O	R	M	A	L
Dusty						
Noisy	N	O	R	M	X	L
Humid	N	O	R	M	A	L
HAZARDS: Blood Borne Pathogens X						
Mechanical	Radiant		Explosive			
Burns	Electrical		Other			

SPECIAL NOTES:

1. Time spent inside or outside depends upon location of assignment(s).
2. Employee must wear required personal protective equipment and follow all applicable safety standards.

Penn Valley Union Elementary School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, religion, sex, disability, age, medical condition (cancer-related), ancestry, marital status, citizenship, sexual orientation, or status as a Vietnam-era veteran or special disabled veteran. The District also prohibits sexual harassment. Inquiries regarding the District's nondiscrimination policies may be directed to the Superintendent or his designee.

I, _____ have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.

Employee Signature

Date

Board Approval: April 19, 2017