



# RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED

## MAINTENANCE WORKER I

### DEFINITION:

Under the direction of an assigned Administrator or Supervisor, perform a variety of semi-skilled maintenance, construction and repair work on buildings, utilities and equipment; assist other maintenance personnel in the performance of skilled trade and semi-skilled maintenance, repair and construction tasks pertaining to school facilities, offices and large buildings; perform other job-related duties as assigned and/or as required.

### DISTINGUISHING CHARACTERISTICS:

The Maintenance Worker I classification is the entry-level classification in the series. Incumbents work under close supervision and perform semi-skilled work in the general maintenance, construction and repair of buildings, utilities and equipment and assist other maintenance personnel in semi-skilled or skilled-maintenance work. The Maintenance Worker II classification is the journey-level classification in the series and is responsible for performing unskilled to semi-skilled maintenance, construction and repair duties. Incumbents work under general supervision in support of projects in various building trades. The Maintenance Worker III classification is the advanced-level classification in the series. Incumbents work independently and perform skilled and semi-skilled duties in the general maintenance and repair of assigned facilities, utilities and equipment including tasks in, construction, plumbing and welding, and assist in electrical work and HVAC.

### ESSENTIAL DUTIES:

- Perform a variety of skilled and/or semi-skilled maintenance, construction and repair work on buildings, utilities and equipment.
- Perform skilled and/or semi-skilled tasks of a general nature in maintenance, repair and construction work in the basic maintenance trades, including carpentry, painting, electrical, plumbing, heating, air conditioning, locksmithing, carpet and tile installation and metalsmithing.
- Assist in, or perform a variety of functions in the construction, installation and maintenance of roofs, furniture, shelving, chalkboards, bulletin boards and a variety of other structures and fixtures.
- Assist in the installation of all maintenance related tasks.
- Operate equipment, such as light trucks, tractors, lifts and other related motorized equipment.
- Operate and maintain a variety of equipment including an assortment of hand and power tools.
- Expedite routine maintenance requests; work from oral and written instructions.
- Maintain routine records related to work orders of assigned activities.
- Perform other job-related duties as assigned and/or as required.

## **KNOWLEDGE AND ABILITIES:**

### KNOWLEDGE OF:

- Basic methods, techniques, materials, tools and equipment used in maintenance, repair, and construction functions.
- Rules, regulations and operational procedures pertaining to repair, maintenance and construction of school buildings, machines and equipment.
- Safe working methods and procedures.
- Standard tools, equipment, materials, methods and techniques used in general construction, maintenance and repair.
- Requirements of maintaining buildings and equipment in a safe, clean and orderly condition.
- Basic record-keeping techniques.

### ABILITY TO:

- Perform a variety of unskilled maintenance, construction and repair work on buildings, utilities and equipment.
- Assist other skilled maintenance personnel in the performance of a variety of duties related to the building trades.
- Use a variety of tools and equipment utilized in one or more of the basic maintenance trades.
- Maintain simple records and prepare reports.
- Understand and follow oral and written directions.
- Establish and maintain cooperative working relationships.
- Observe health and safety regulations and procedures.
- Communicate effectively both orally and in writing.

## **EDUCATION AND EXPERIENCE:**

### EDUCATION:

Verification of a High School diploma, a GED certificate, or a higher degree

### EXPERIENCE:

Two years of experience in general building maintenance and repair, or trade work. Recent job-related experience within the last five years is required.

## **LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:**

- Verification of a valid California Motor Vehicle Operator's license.
- Insurability by the District's liability insurance carrier may be required.

Finalists scheduled for an interview must provide a current DMV printout (not more than 30 days old) prior to the interview.

## **PREFERRED QUALIFICATIONS:**

Supplemental training in one or more of the maintenance trades is preferred, but not required.

## **WORKING CONDITIONS:**

### ENVIRONMENT:

Indoor and outdoor work environment.

### PHYSICAL ELEMENTS:

The physical requirements indicated below are examples of the physical aspects that the position classification must perform in carrying out essential job functions.

- Will frequently exert 50 to 75 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Will involve walking or standing for extended periods of time.
- Will involve ascending and descending ladders, stairs, scaffolding and ramps.
- Must possess the ability to hear and perceive the nature of sound.
- Must possess visual acuity and depth perception.
- Must be able to provide oral information, both in person and over the telephone.
- Must possess the manual dexterity to operate hand tools and related equipment, and to handle and work with various materials and objects.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

### POTENTIAL HAZARDS:

Working around and with machinery having moving parts. Working at heights.

Exposure to excessive noise, fumes, dust and odors. Exposure to hot, cold, wet, humid or windy conditions caused by weather.

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