

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

POSITION TITLE: MAINTENANCE II

DEFINITION: Under the direction of the Maintenance and Operations Foreman, performs a variety of skilled and semi-skilled work in the construction, maintenance and repair of school buildings and equipment. Work normally requires the use of journeyman's tools. The skill required in any one field is less than would be required of a journeyman in that field

ESSENTIAL FUNCTIONS: *Duties may include, but are not limited to the following:*

- Respond to emergencies quickly and calmly and make appropriate decisions; work with grounds and custodial personnel as appropriate in the performance of specific tasks
- Use picks and shovels to dig trenches for underground wiring and pipelines
- Arc welding, gas welding and cutting, and lead soldering

Carpentry:

- Repair work on doors, windows, floors, roofs, walls
- Use shop equipment such as table saw, radial saw, planer, band saw, drill press, etc.
- Construct partitions, install doors, and do building repairs
- Repair and refinish furniture and do general carpentry work as assigned
- Maintain tools and equipment in safe and proper working condition
- Maintain preventive maintenance records
- Other general repair work as assigned by the foreman

Plumbing:

- Install and repair toilets, urinals, faucets, drinking fountains, etc.
- Repair or replace water pipe using galvanized iron pipe, plastic pipe, copper pipe or tubing

Electricity:

- Install, service and repair lighting fixtures, motors, clocks, locks, bells, and fire alarms
- Service and repair heating equipment for hot water systems or forced air, including related electrical control systems
- Other duties as assigned

Painting:

- Use brush, roller or mechanical spray equipment to apply oil, latex base, or enamel paint to wood, metal, wallboard, stucco and other equipment
- Refinish furniture and cabinets

QUALIFICATIONS:

Knowledge of:

- Tools, materials, and standard practices of the building trades
- Qualities of various maintenance materials and their adaptability and usage in specific situations

Ability to:

- Skillfully and safely operate building trade equipment
- Understand and carry out oral or written instructions and diagrams
- Develop and maintain cooperative working relations with those contacted in the course of work
- Work well independently and as part of a team

POSITION TITLE: MAINTENANCE II, Continued

EDUCATION AND EXPERIENCE:

- Any combination of experience and education which would provide the required knowledge and abilities listed herein
- Two years of experience in building repair and maintenance work
- Completion of the twelfth grade

PHYSICAL REQUIREMENTS: of this position are, but not limited to the following:

Ability to:

- Sit for extended periods of time
- Stand in one area for extended periods of time
- Stand and walk for extended periods of time
- Ascend and descend steps
- See for the purpose of observing accuracy of reports and documents reading work orders, diagrams, labels and other printed material;
- The ability to listen to and understand information and ideas presented through spoken words and sentences
- The ability to communicate information and ideas in speaking so others will understand
- Communicate using the telephone and radio
- Operate hand tools, mechanical equipment and power tools. as well as District vehicles, with safety and dexterity
- Push/pull, squat, turn, twist, bend, and stoop
- Lift and carry 40 lbs. and occasionally lift and carry equipment and supplies weighing up to 80 lbs
- Reach in all directions
- Think clearly and rationally to solve problems, make good judgments and decisions
- Perform the essential functions of this position safely in an accurate, neat, and timely fashion
- Ability to meet the travel requirements of this position

WORKING CONDITIONS:

Outdoor and indoor working environments subject to bending, crouching, and kneeling in confined spaces such as attics and sub-floor areas; pushing/pulling of equipment and tools; reaching in all directions; long periods of standing/walking, and with appropriate safety equipment, working with asbestos-containing materials/equipment, solvents, paints, grease, oil, and other chemicals

LICENSE OR CERTIFICATE:

- Possession of a valid California Driver's license
- Valid CPR/First Aid Certification is desirable

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans With Disabilities Act regarding reasonable accommodation procedures.

Revised and Approved: Dec., 14, 2006