



**HEMET UNIFIED SCHOOL DISTRICT**  
1791 W. Acacia Avenue – Hemet, CA 92545-3637 - (951) 765-5100

## **MAINTENANCE WORKER**

### **JOB SUMMARY**

Under supervision, to perform a variety of unskilled and semi-skilled maintenance, repair and construction tasks in the various building trades; and to do other related work as may be required.

### **ESSENTIAL FUNCTIONS**

- Perform unskilled and semiskilled maintenance, repair, and construction work in the various maintenance trades;
- Assist skilled maintenance personnel in the construction, installation, and maintenance of roofs, furniture, fences, playground equipment, cabinets, shelving, chalkboards, and bulletin boards;
- Maintenance and repair of heating, ventilating, and cooling systems;
- Assist in alterations, repairs, and construction of articles and structures of wood such as partitions, counters, and window frames, stands, forms and fences;
- Change ballasts and lights;
- Assist in the repair of door hardware;
- Assemble furniture and other fixtures;
- Assist in the installation and repair of roof surfaces, gutters, drains and vents;
- Assist in the installation and repair of asphalt and concrete surfaces;
- Perform custodial and cleanup functions as required;
- Assist in laying and repairing floors, and roofs including work with asphalt tile and other composition materials;
- Use fork lifts, skip loaders, tractors, drive trucks and maintenance vehicles, and use a variety of power and hand tools;
- Load; unload materials, equipment, furniture, and various supplies.

### **EMPLOYMENT STANDARDS**

#### **KNOWLEDGE OF**

- Common tools, materials and equipment terminology used in the various building and maintenance trades;
- Rules, regulation and policies pertaining to the maintenance of school facilities;
- Safe working practices and procedures.

#### **ABILITY TO**

- Use or learn to use effectively the tools and equipment common to the building trades;
- Work in crews or independently;
- Read and work from simple drawings and blueprints;
- Perform heavy manual activities;
- Write routine reports and correspondence;
- Perform repetitive tasks;
- Respond appropriately to directions and change in working assignments;
- Add, subtract, multiply, and divide in all units of measures, using whole numbers, common fractions, and decimals;
- Organize tasks, set priorities, maintain work pace;
- Work with minimal supervision;
- Complete work assignments on schedule;
- Understand and carry out oral and written instructions;
- Establish and maintain an effective working relationship with those contacted in the course of work.

#### **EDUCATION**

High school diploma or general education degree (GED) and possession of the knowledge and abilities listed above.

#### **EXPERIENCE**

Six (6) months of experience as an unskilled and semiskilled worker in one or more of the basic maintenance trades.

#### **REQUIRED LICENSES AND/OR CERTIFICATES**

- Possession of a valid Class III California Driver's License;
- Have an acceptable driving record and qualify for insurability by the District's insurance carrier.

## MAINTENANCE WORKER (CONTINUED)

### EMPLOYMENT STANDARDS (Continued)

#### PHYSICAL DEMANDS AND WORKING CONDITIONS

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

**Physical Demands:** Walk (continuously); bend, stoop, reach, push & pull (frequently); Must have an adequate range of motion in the upper extremities; operate equipment; lift, up to 25 pounds (frequently), and up to 50 pounds (infrequently) ; grasp and manipulate tools/ equipment (frequently); use seeing, hearing, and speaking.

**Working Conditions:** Most work performed indoors, some outdoors. Exposure to: electrically and mechanically operated equipment; cleaning agent odors; Exposure to hot, cold, wet, dry, or windy conditions caused by weather may occasionally be experienced.

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

#### EMPLOYMENT STATUS

Classified Bargaining Unit Position

March 2003