

UTILITY WORKER / SKILLED TRADES III

CL:30

DEFINITION

Under general supervision, this position is generally responsible for assisting the Supervisor of Maintenance and Operations or designee in providing a variety of maintenance, construction, and repair work including assisting in the training of maintenance support personnel.

This position is responsible for maintaining facilities in safe operating condition; maintaining a preventative maintenance program; documenting information; and resolving immediate operational and/or safety concerns. When not occupied in the performance of the above duties, this position will perform other tasks as assigned.

DUTIES

Installs, inspects, maintains and makes repairs to doors, windows, walls, floors, ceilings, roofs, fences and gates, plumbing systems, and minor electrical systems. Serves as a painter, plumber, glazier, carpenter, and cabinetmaker; Performs routine inspections of facilities and grounds. Makes routine and emergency repairs to buildings and facilities; Repairs, cleans and recondition equipment; Performs routine welding duties as directed;; Prepares surfaces for painting, including sanding, filling and priming; Apply paint or other protective or decorative material on a variety of surfaces; Repair, paint, refinish, and maintain desks, chairs, and other furniture; Repair or fabricate articles and structures of wood or related materials such as doors, partitions, counters and furniture; Repair and maintain such things as playground equipment, grease traps, vinyl tile, ceramic tile, roofs, gates and fencing; Apply roofing material and make minor roofing repairs. Install and repair electrical wiring and fixtures; Replace fuses, fixtures, sockets, drop cords, outlets and switches; Repair other items as required at school sites to provide for a safe and efficient environment; Maintain routine records related to assigned activities; Work overtime in emergency situations; Carry and lift tools and equipment that weight up to 50 pounds; May assist administrators as directed in school security or student safety; Performs other duties reasonably related to the job class.

MINIMUM QUALIFICATIONS

KNOWLEDGE: Advance knowledge of methods, materials, and equipment used in carpentry, painting, plumbing, electrical, mechanical, custodial, and gardening required in the school district; knowledge of the applicable codes and regulations; safe work practices.

ABILITY: Demonstrate journeyman level skills in construction trades; work from blue prints, sketches and equipment repair manuals; estimate the scope and cost for work assignments and select necessary tools, equipment and materials to complete the job; Maintain routine records related to assigned activities; Observe safety precautions and procedures; Carry out oral and written instructions; establish and maintain cooperative working relationships.

EXPERIENCE: The skills, knowledge, and abilities listed above would typically be acquired through attaining five (5) years of experience in a position comparable to

building trades with emphasis on construction and repair, or successful experience in general construction and building maintenance.

Education: High school diploma or equivalent.

OTHER: Possess a valid California motor vehicle operator's license; Department of Justice fingerprint clearance, TB testing; Job related proficiency test (may be required by position); Job related language proficiency test (may be required by position); First Aid Certificate (may be required by position).

NORMAL TERMS OF SERVICE

Eight hours per work day, twelve months per year.

IMMEDIATE SUPERVISORS(S)

Supervisors of Maintenance & Operations in Coordination with School Site Principal

REPORTING SUPERVISOR

Supervisor of Maintenance & Custodians

REVIEWING OFFICER

Supervisor of Maintenance & Custodians

APPROVED: 1/22/15