

DIXON UNIFIED SCHOOL DISTRICT
Job Description

TITLE: Maintenance Worker II	CLASSIFICATION: Classified (SEIU)
REPORTS TO: Director of Maintenance & Operations	RANGE: 270
WORK YEAR: 12 Months	CLASS: Maintenance & Operations
BOARD APPROVAL: 1/14/16	
BOARD REVISION:	

PRIMARY FUNCTION: Under the direction of the Director of Maintenance and Operations, to use technical knowledge and manual skill in the inspection, servicing, and repair of buildings, grounds, systems, equipment, and furnishings; and to do related work as required.

RELATIONSHIP TO STUDENT ACHIEVEMENT: This position supports student achievement by creating an instructionally supportive environment that safeguards student and staff well-being.

SUPERVISION OVER: Not Applicable

ESSENTIAL DUTIES AND RESPONSIBILITIES: Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but to accurately reflect the primary job elements. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

- Performs all skillsets and responsibilities that are required for the Maintenance I position.
- Guides or trains Maintenance I workers on various projects across the trades and skillsets.
- Receives work orders from Maintenance III worker or Director of Maintenance and Operations; may update work order status using online system.
- Performs preventative, routine, and emergency maintenance work on systems (i.e. plumbing, electrical, HVAC, sewer, lighting, public address, bell, alarm, watering, drainage, etc.)
- Performs preventative, routine, and emergency maintenance work on facilities and equipment (i.e. fencing, roofs, paved surfaces, bleachers, playground structures, boilers, fans, compressors, pumps, windows, doors, locks, hinges, closures, furniture, etc.)
- Conducts regularly scheduled preventative maintenance on heating, ventilation, and air conditioning units, to include but not limited to, gas and electric package units, split systems, mini-split systems, and boilers.
- Performs semi-skilled electrical work in the repair and alteration of HVAC equipment.
- Performs semi-skilled work to inspect for and/or remove asbestos, mold, and lead-based paints safely in accordance with departmental procedures.
- Does painting, carpentry, masonry, welding, and equipment installation.
- Operates, cleans, and maintains trade tools.
- Picks up, delivers, moves and arranges furnishings, materials, supplies, and equipment as directed.
- Responds to work orders efficiently and in order of priority; communicates with supervisor about projected labor, materials needed, and job status.
- Prepares for fire, health, and safety inspections; monitors, inspects, and maintains safety and access equipment (e.g. electrical, lighting, alarm, lift systems, etc.) as directed; maintains clear routes for emergency egress.
- Inspects and tests fire extinguishers for proper operation in accordance with supervisor directives and mandated schedules; reads gauges and records results on tags.

- Monitors building conditions; reports sanitary/safety violations, fixture malfunctions, and damages to facilities; actively participates in emergency situations.
- Ensures that assigned buildings and job sites are secured at the end of the day.
- Cleans job site after completing projects; removes trash and debris from job site.
- Anticipates and replenishes routine consumable supplies to avoid work schedule interruptions.
- Uses a computer to research needed parts and materials.
- Reports all major repairs and requisitions to director prior to any expenditure of funds.
- Calls and schedules the service of subcontractors at the direction of the Director of Maintenance and Operations.
- Meets with subcontractors at job sites to grant access and specify work hours.
- Consults with supervisor to schedule work and avoid disrupting building activities except during emergencies.
- Prepares/maintains accurate records and submits required paperwork on time.
- Assists Maintenance III workers in the performance of their duties.
- Assists on a broad variety of projects within the Maintenance and Operations department.
- Drives District vehicles between school sites, vendors, and various locations in the performance of job duties.
- Wears District-provided work attire appropriate for the position.
- Cares for, supervises, controls, and protects students in a manner commensurate to assigned duties and responsibilities.
- Completes other reasonable duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

- High school diploma or the equivalent; may be satisfied by appropriate experience and recommendations verifying sufficient knowledge and skills.
- One to three years' experience in building, institutional, and/or grounds maintenance work OR an equivalent combination of experience and education from which comparable knowledge, skills, and abilities have been achieved.
- Prior experience working in a public school setting preferred.

LICENSES AND OTHER REQUIREMENTS:

- Requires a valid California Driver's License an insurable status by the District's carrier.
- Fingerprint/criminal justice clearance.
- Possession of a negative TB risk assessment certificate and, if risk factors are identified, a negative TB examination, that is no more than 60 days old and renewable at least once every four years.

KNOWLEDGE AND ABILITIES: The following outline of essential knowledge, abilities, and physical requirements is not exhaustive and may be supplemented as necessary in accordance of the job.

KNOWLEDGE OF*:

- Technical maintenance and repair procedures (i.e. mechanical, electrical, plumbing, carpentry, masonry, etc.).
- Methods to maintain, repair, and modify building systems (i.e. HVAC, communication, security, etc.).
- Basic tools and terms used in building and grounds maintenance work.
- Technical methods and practices followed in the maintenance of tools, machinery, and equipment.

ABILITY TO*:

- Estimate the scope of each work assignment and secure necessary tools and materials to complete the assigned work.
- Operate a variety of trade tools and equipment.
- Drive a pick-up truck.
- Meet rigid deadlines, and perform tasks that require strenuous, physical exertion.
- Maintain confidentiality of privileged information obtained in the course of work.
- Exercise caution and comply with health and safety regulations.
- Understand and carry out multi-step oral and written instructions.
- Form and maintain cooperative and effective working relationships with others.

- Sustain productivity with frequent interruptions.
- Maintain consistent, punctual, and regular attendance.
- Work both independently with little direction and as a part of a team.
- Meet District standards of professional conduct as outlined in Board Policy.

**Candidates should have a firm working knowledge of these concepts, practices, and procedures and the ability to use them in varied situations.*

WORKING CONDITIONS:

PHYSICAL DEMANDS (With or without the use of aids)*:

- Work is performed while moving about the facilities to conduct maintenance for extended periods of time.
- Work is performed while positioning self to perform maintenance, make repairs, etc..
- Requires traveling in a vehicle to job assignments.
- Work is performed while moving supplies weighing up to 50 pounds across a campus.
- Requires the ability to access trees, rooftops, and other elevated locations via a ladder.
- Requires the ability to communicate effectively with staff, students, parents, and community members.
- Requires the ability to detect information displayed in a manual and make log entries.
- Requires the ability to operate tools and equipment.

**Consideration will be given to qualified disabled persons who with reasonable accommodation can perform the essential functions of the job.*

SAMPLE ENVIRONMENT: In vehicle traveling to job assignments; various campus facilities; indoor office setting where employees are protected from weather conditions or contaminants; occasional temperature changes; exposure to usual office sounds, dust, and possible odor of perfume or room deodorizer; outdoor environments on campus in variable weather conditions; variable heights, confined spaces, variable/diminished lighting; loud and consistent noise created by power tools and equipment; fumes and odors caused by chemicals and solvents.