

**Corning Union High School District
Job Description**

JOB TITLE: Maintenance Worker I

Salary Range:	17	<u>DEPT./FAMILY:</u>	Custodial / Maintenance
Immediate Supervisor:	Director of M & O	Approved:	Board of Trustees

DEFINITION:

Under general direction of the Director of Maintenance and Operations to perform a variety of maintenance and repair work in the areas of rough and finish carpentry, cabinet work, roof repair, fence building, concrete work, plumbing, electrical, welding and other related areas. This is a Journey level position who may work with a Senior Maintenance Worker or independently. This position differs from other Custodial/Grounds/Maintenance positions with an emphasis on repair and maintenance of District buildings and facilities. Position does not normally include supervision duties or responsibilities.

ESSENTIAL FUNCTIONS:

- Perform a variety of semi-skilled repairs and skilled maintenance work of more than one trade such as rough and finish carpentry, cabinet work, roof repair, fence building, concrete work, locks and door closures, glazing, welding and other related areas.
- Erect or remove buildings, partitions, equipment and equipment enclosures as directed.
- Assists other maintenance personnel by performing unskilled or semiskilled duties in all types of maintenance and custodial functions.
- Perform set up for athletic and special events and assist senior maintenance worker with projects.
- Construct, install, adjust, align and fit or replace doors, door frames and jams, windows, ceilings, bookcases, shelving, bulletin boards, baseboards, paneling and molding using a variety of materials: including wood, steel, aluminum, tin, plaster and drywall.
- Assemble pre-fabricated cabinets made of various materials, including wood, plywood, particle board and high-density laminate; assemble and fasten cabinets with nails, glue, screws, dowels and contact cement; install hinges, locks and related hardware.
- Inspect roofs for water marks, stains, or breaks, loose or missing shingles, cracks and damaged or defective flashing and drain gutters; replace roof composition; patch hot mop and/or rock roofs. Make roof repairs as needed or directed.
- Build fences; dig holes for posts; set posts in concrete; tie posts together with wood or wire fencing; hang gate; adjust as needed or directed.
- Perform concrete work; prepare ground to correct grade; install forms at desired grade and height; pour concrete into forms; screen top to level; jitterbugs if needed and at proper time of curing; trowel concrete and lines; level edges; remove forms after concrete has cured.
- Prepare materials to be welded; perform skilled welding work using gas, arc, MiG and spot-welding equipment.
- Follow blueprints, specifications and schematics when necessary.
- Operate heavy equipment when required; operate light trucks, trailers, or other equipment to move, haul and deliver materials, equipment and maintenance supplies; load and unload materials and equipment.

- Operate a variety of hand and power tools and equipment necessary in the performance of assigned duties, including drills, levels, routers, files, sheet metal shears, trowels and saws.
- Check buildings and equipment to locate needed repairs and maintenance; report unsafe conditions to supervisors.
- Scrape sand and file surfaces in preparation of painting. Applying paint utilizing spray guns rollers, or brushes.
- May work as part of a crew to perform grounds duties and responsibilities as directed.
- May work as part of a custodial work detail to accomplish designated tasks.
- Perform related duties and responsibilities as assigned.

ENVIRONMENT:

- Work is performed in an office, classrooms or outside environments.
- Exposure to noise, vibration, outdoors, confining work space, chemicals, explosive materials, mechanical hazards and electrical hazards; ability to travel to different sites and locations.
- May be exposed to dangerous machinery, hazardous chemicals and extreme weather conditions.
- May perform heavy manual labor

PHYSICAL REQUIREMENTS:

- Ability to sit, stand, walk, kneel, bend, crouch, stoop, squat, twist, climb.
- May be required to lift and carry items weighing up to 50 pounds.
- May be required to climb or work on ladders or on a roof.

REPRESENTATIVE DUTIES:

- Receive work orders; confer with supervisors and building administrators to determine work priorities; confer with originators regarding desired finished product; determine exact specifications of work requested; may be required to estimate supplies, materials and costs of repair projects; requisition necessary materials, parts, supplies, tools and equipment.
- Maintain records of work performed; maintain records and inventory of materials, supplies, tools and equipment; prepare and submit reports.
- Clean work areas at sites and at shop; clean and maintain tools and other equipment.
- Follow preventative maintenance schedules where appropriate.
- May perform other utility work such as loading and unloading trucks, setting up bleachers, grading or preparing athletic fields, repair or replace sprinkler systems, clean drains, minor black top or concrete work.
- May operate mower, edgers or sweepers.
- Construct, assemble, demolish, paint, glaze, repair and replace fixtures and facilities.
- Transport goods from one location to another as assigned, unload supplies off trucks
- Checks and changes filters

KNOWLEDGE, ABILITIES AND SKILLS:

- Practices, methods, techniques, materials, terminology, tools and equipment used in rough and finish carpentry work, roof repair, fence building, concrete work, plumbing, electrical, welding and related areas at a skilled level.
- Occupational hazards and standard safety practices necessary in the area of maintenance and repair work.
- Basic mathematical principles.

- Operate a motor vehicle safely. Safe driving principles and practices.
- Operate a wide variety of hand and power tools and power equipment required for assigned trades work in a safe and effective manner.
- Perform a full range of related maintenance and repair duties under minimal supervision.
- Maintain and repair buildings and related structural facilities and furnishings.
- Read, interpret and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints and schematics.
- Estimate time, materials and equipment required for assigned jobs.
- Plan and organize work to meet schedules and deadlines.
- Prepare and maintain accurate and complete records.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

QUALIFICATIONS:

- Two years of carpentry and related building trades experience.
- Education or training which ensures the ability to read and write at a level necessary for successful job performance supplemented by completion of a formal apprenticeship program.
- Safe driving record
- High School Diploma or equivalent required.

LICENSE OR CERTIFICATE REQUIREMENTS:

Possess Class C California driver's license.