

**Corning Union High School District
Job Description**

JOB TITLE: Senior Maintenance Worker

Salary Range:	DEPT./FAMILY:	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 skilled 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 senior level position.

ESSENTIAL FUNCTIONS:

- Perform the full range of repairs and skilled maintenance work of more than one trade such as rough and finish carpentry, cabinet work, roof repair, fence building, concrete work, welding and other related areas.
- Construct or remove buildings, partitions, playground equipment and equipment enclosures.
- 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.
- Construct cabinets from 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.
- Repair roofs; 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.
- Build fences; dig holes for posts; set posts in concrete; tie posts together with wood or wire fencing; hang gate; make adjustments as needed.
- 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.
- Read and interpret blueprints and schematics.
- 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.
- Perform related duties and responsibilities as assigned.

ENVIRONMENT:

- Work is performed in an office or an outside environment.
- Exposure to noise, vibration, outdoors, confining work space, chemicals, explosive materials, mechanical hazards and electrical hazards; ability to travel to different sites and locations.

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Approved: 10/1/13

- May be exposed to dangerous machinery, hazardous chemicals and extreme weather conditions.

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; 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.

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 skilled carpentry and 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.
- Understand and follow oral and written instructions.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

QUALIFICATIONS:

- Four years of carpentry and related building trades experience.
- Formal or informal 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.