

**TITLE: MAINTENANCE WORKER II**

**QUALIFICATIONS**

Knowledge of

1. Methods, practices, equipment, and materials used; and the ability to perform work in various building and construction trades including plumbing, carpentry, painting, electrical, concrete, and mechanical repair.
2. Basic building construction practices and safety rules related to the construction and repair of public school buildings.
3. Diagrams used in installation and repair of electrical and plumbing fixtures, air conditioning and heating systems, and ventilating and lighting systems.
4. Care and use of electrical, plumbing, carpentry, and painting tools, equipment, and supplies.
5. Methods, materials, equipment, and tools used in general grounds and maintenance work.
6. Methods and practices followed in the maintenance and repair of tools, machinery, and equipment.
7. Basic English usage, writing, and math.
8. Safe working practices and procedures.
9. Safety rules and regulations for this position.

Ability to

1. Safely use a variety of hand tools and equipment associated with building repair, maintenance, construction, gardening, and grounds work.
2. Estimate the scope and costs of work assignments and to secure the necessary tools and materials to complete each assignment.
3. Quickly and effectively diagnose maintenance and repair problems and take appropriate action to resolve same.
4. Read and effectively interpret schematics, blueprints, and sketches.
5. Proficiently use hand and power tools, and power equipment.
6. Safely drive and operate a variety of vehicles and equipment used in maintenance trades.
7. Perform mathematical calculations using addition, subtraction, multiplication, and division.
8. Maintain work schedules in performing tasks.
9. Maintain a pleasant appearance and demeanor.
10. Understand and carry out oral and written instructions.
11. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
12. Establish and maintain effective work relationships with those contacted in the performance of required duties.

Training and Experience

1. Equivalent to completion of the twelfth (12th) grade.
2. Two (2) years of experience in general construction and maintenance work, including extensive knowledge of one (1) skilled maintenance trade and a general working knowledge of two (2) other trades utilized by the district; or any combination of training and experience that could likely provide the desired knowledge and abilities may be considered.
3. Good work history and attendance.

**REPORTS TO:** Supervisor of Maintenance and Grounds

**JOB GOAL:** To help maintain all district facilities and equipment needed to do so within the district in a condition of operating excellence so that full educational use of it may be made at all times.

**ESSENTIAL FUNCTIONS**

1. Performs a variety of skilled functions involving plumbing, painting, carpentry, heating, electrical, masonry, metal work, glazing, tile work, roofing, flooring, ventilating systems, welding, and mechanics.
2. Repairs, installs, and maintains electrical equipment, motors, lighting circuits, and other types of electric lighting and power equipment.
3. Performs general plumbing repairs including installation and repair of fixtures, faucets, fountains, valves, toilets, and disposals. Unclogs and installs sewer lines including digging and covering of holes in sewer lines.
4. Makes routine and emergency repairs and adjustments to school buildings and facilities.
5. Inspects boiler controls, valves, switches, and water levels.
6. Checks ventilating systems to ensure proper heat and airflow and assists in preventive maintenance.
7. Performs routine oiling, adjusting, cleaning, and monitoring of a variety of motorized and mechanical equipment.
8. Performs carpentry projects including the installation of paneling, windows, doors, partitions, and tile floors.
9. Applies finishes to various surfaces such as wood, metal, glass, plaster, stucco, wallboard, brick, and cement.
10. Uses power and hand tools necessary to perform the duties assigned.
11. Operates light to medium weight trucks and equipment.
12. Lifts, stacks, and moves heavy furniture, equipment, and materials.
13. Provides cost estimates for assigned projects to include time, labor, parts, supplies, and equipment upon request.
14. Follows district policies and procedures.
15. Establishes and maintains effective rapport with those contacted in the performance of required duties.
16. Knows and understands the Mission and Core Values of the district.
17. Handles all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.

**OTHER FUNCTIONS**

1. Orders, receives, stores, and distributes maintenance supplies.
2. Checks and tests new equipment for proper operation before installing.
3. Maintains records of pending and completed work/service requests, prepares written and oral reports, as required.
4. Performs preventive maintenance on equipment such as replacing furnace filters, adjust and service motors, belts and shafts.
5. Participates in district in-service training as required.
6. Performs other related duties as assigned.

**SPECIAL REQUIREMENTS**

1. Must use safety equipment designated for this position.
2. Possession and maintenance of a valid California Driver's License, a good driving record, and is insurable under the district's policy.
3. Good physical condition, with stamina sufficient to maintain a rigorous work schedule requiring continuous physical exertion and frequent heavy lifting.

**PHYSICAL ABILITIES**

1. Visual ability to read handwritten or typed documents and instructions, the display screen of various equipment and machines, and blueprints and schematics.
2. Able to conduct verbal conversation in English.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to climb slopes, stairs, steps, ramps, and ladders.
6. Able to lift up to thirty (30) pounds frequently, and fifty (50) pounds occasionally.
7. Able to carry up to thirty (30) pounds frequently, and fifty (50) pounds occasionally.
8. Able to push and pull a variety of tools and equipment weighing up to fifty (50) pounds.
9. Able to sustain strenuous manual labor for four (4) to six (6) hours.
10. Able to exhibit full range of motion for shoulder external rotation and internal rotation.
11. Able to exhibit full range of motion for shoulder abduction and adduction.
12. Able to exhibit full range of motion for elbow flexion and extension.
13. Able to exhibit full range of motion for shoulder extension and flexion.
14. Able to exhibit full range of motion for back lateral flexion.
15. Able to exhibit full range of motion for hip flexion and extension.
16. Able to exhibit full range of motion for knee flexion.
17. Able to use respirators for personal protection.
18. Able to work at various elevated heights on ladders, scaffolding, rigging, and roofs in a safe and effective manner.
19. Able to work in a wide range of temperatures and weather conditions.
20. Able to work in restricted spaces in a safe and effective manner.

**PHYSICAL ABILITIES** (continued)

21. Able to demonstrate manual dexterity necessary to perform fine maintenance procedures and operate both manual and power hand tools, including Volt/Ohm meter, meger, hydraulic and manual bender, amp probe and light meter, in a safe and effective manner.
22. Able to work with chemical agents, including various types of paint, varnish, shellac and thinners, in a safe and efficient manner without allergic reaction.
23. Able to operate a variety of powered and manual equipment commonly found in custodial services in a safe and effective manner.
24. Able to operate a variety of powered industrial vehicles, equipment, and tools associated with painting and glazing trades in a safe and effective manner.
25. Able to operate a variety of maintenance motor vehicles in a safe and effective manner.

**TERMS OF EMPLOYMENT:** Twelve-month work year  
Classified bargaining unit member

**EVALUATION:** Performance of this job will be evaluated in accordance with Board of Education policy and provisions of the collective bargaining agreement. The Supervisor of Maintenance and Grounds will give the evaluation.

Approved by: Board of Education Date: March 9, 1995  
Amended by: Board of Education Date: December 9, 1997

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A  
TOBACCO-FREE, DRUG-FREE WORKPLACE**

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS AN  
AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**