

**TITLE: MAINTENANCE WORKER III**

**QUALIFICATIONS**

Knowledge of

1. Methods, practices, equipment, and materials used in various building and construction trades including plumbing, carpentry, painting, electrical, concrete, and mechanical repair.
2. Building construction practices, laws 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, ventilating, and lighting systems.
4. Methods and practices followed in the maintenance and repair of tools, machinery, and equipment.
5. Good English usage, writing, and math.
6. Safe working practices and procedures.
7. Safety rules and regulations for this position.

Ability to

1. Perform skilled work safely and proficiently using a variety of hand tools, equipment, and power equipment associated with building repair, maintenance, and construction.
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. Perform mathematical calculations using addition, subtraction, multiplication, and division.
6. Maintain work schedules in performing tasks.
7. Maintain a pleasant appearance and demeanor.
8. Understand and carry out oral and written instructions.
9. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
10. 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. Three (3) years of experience in general construction and maintenance work, including extensive knowledge of three (3) 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 maintain all district facilities and equipment in a condition of operating excellence so that full educational use of it may be made at all times. This job class performs skilled work in the maintenance and repair of district buildings, facilities and equipment including general electrical, plumbing, painting, carpentry, and locksmith work on buildings, equipment, and furnishings. This position performs journey-level duties in several areas of the building trades.

**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/or mechanical work.
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. Inspects boiler controls, valves, switches, and water levels.
5. Performs routine oiling, adjusting, cleaning, and monitoring of a variety of motorized and mechanical equipment.
6. Performs carpentry projects including the installation of paneling, windows, doors, partitions, and tile floors.
7. Applies finishes to various surfaces such as wood, metal, glass, plaster, stucco, wallboard, brick, and cement.
8. Lifts, stacks, and moves heavy furniture, equipment, and materials.
9. Provides cost estimates for assigned projects to include time, labor, parts, supplies, and equipment upon request.
10. Follows district policies and procedures.
11. Establishes and maintains effective rapport with those contacted in the performance of required duties.
12. Knows and understands the Mission and Core Values of the district.
13. Handles all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
14. Performs other related duties as assigned.

### **OTHER FUNCTIONS**

1. Provides or recommends for in-service in the maintenance department.
2. Follows all safety practices of CAL/OSHA (California Occupational Safety and Health Association) regulations and health requirements.
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. Assumes duties of the Supervisor of Maintenance and Grounds in his/her absence 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.

**PHYSICAL ABILITIES** (continued)

20. Able to work in restricted spaces in a safe and effective manner.
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**