

JOB DESCRIPTION

PERRIS SCHOOL DISTRICT

MAINTENANCE WORKER II

PRIMARY FUNCTIONS AND RESPONSIBILITIES

To perform work in the maintenance and repair of District buildings, facilities and equipment; maintaining facilities in safe operating condition, maintaining a preventive maintenance program; documenting information; and resolving immediate safety concerns. Employees in this classification receive direct supervision from the Director of Administrative Services, or designee within a framework of standard policies and procedures. This job classification involves work in the maintenance and repair of District buildings, facilities and equipment, including electrical, HVAC, plumbing, carpentry work, as well as routine repairs.

ESSENTIAL JOB FUNCTIONS

- Repairs electrical systems, HVAC, plumbing, carpentry, welding, locks, etc. for the purpose of maintaining facilities in safe and working condition.
- Inspected playground equipment, roof drainage, vehicles, etc. for the purpose of maintaining a preventive maintenance program.
- Responds to emergency situations e.g. broken plumbing, damaged playground equipment, roof leaks, etc. for the purpose of resolving immediate safety concerns.
- Makes recommendations as to the ordering of equipment, tools, supplies, for the purpose of ensuring adequate materials are available to complete assignments in a timely manner.
- Assists in preventive maintenance inspections on all types of heating, refrigeration, and air conditioning equipment.
- Assists in the repair and maintenance of compressors, pumps, tubing, relays, switches, valves, fans, motors, gaskets, filters and belts.
- Assists in making pipe connections and electrical repairs.
- Assists in lubrication, adjustment and installation of various electronic and pneumatic switches, gauges, valves, thermostats, etc.
- Repairs, installs and maintains electrical equipment, motors, lighting circuits and other types of electric lighting and power equipment.
- Performs general plumbing repairs including installation and repair of fixtures, faucets, fountains, valves, toilets and disposals, and makes emergency repairs and adjustments to plumbing equipment and apparatus in District buildings.
- Inspects boiler controls, valves, switches and water levels.

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- Repairs and maintains HVAC systems to insure proper heat and air flow and assists in preventive maintenance.
- Welds pipes, metal framing, structures and metal parts.
- Performs routine oiling, adjusting, cleaning, and monitoring of a variety of motorized and mechanical equipment.
- Performs carpentry projects including the installation of paneling, windows, doors, partitions and tile floors.
- Operates hand and power tools necessary to perform the duties assigned.
- Delivers maintenance material and moves furniture as assigned.
- Performs gardening duties such as planting, watering, trimming and weeding as assigned.
- Performs other related duties as required.

QUALIFICATIONS

Knowledge Of:

- Methods, practices, equipment and materials used and the ability to perform skilled work in various building and construction trades including plumbing, carpentry, painting, electrical, concrete, mechanical repair and HVAC systems.
- Building construction practices, laws and safety rules related to the construction and repair of public school buildings.
- Methods and practices followed in the maintenance and repair of tools, machinery and equipment.

Ability To:

- Stand for extended periods.
- Understand and carry out oral and written instructions.
- Establish priorities.
- Work independently with minimal supervision.
- Operate hand and power tools used in crafts associated with building repair, maintenance, construction, gardening and grounds work.
- Estimate the scope and costs of work assignments and to secure the necessary tools and materials to complete each assignment.
- Quickly and effectively diagnose maintenance and repair problems and take appropriate action to resolve same.
- Read and interpret plans, blueprints and/or schematics accurately.

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- Perform mathematical calculations using addition, subtraction, multiplication and division.
- Work safely and effectively on scaffolding, rigging, and roofs of varying heights.
- Maintain work schedules in performing tasks.
- Meet the physical requirements of the job to safely and effectively perform the required duties.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

Significant physical abilities include: Lifting/carrying/pulling/pushing, fingering feeling, talking and hearing ordinary conversations, near visual acuity/depth perception. Lift, carry, push, and pull objects/weights up to 75 pounds and carry objects on a regular basis up to 25 pounds.

TRAINING AND EXPERIENCE:

Equivalent to completion of the twelfth (12th) grade; three (3) years of experience in general construction and maintenance work, including extensive knowledge of one (1) skilled maintenance trade and 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. Proficiency and knowledge in all trades (plumbing, carpentry, electrical, HVAC).

Licenses, Certifications, Bonding, and/or Testing Required:

Possession of a valid California Driver's License and evidence of insurability, pass comprehensive physical examination, TB Test clearance, Criminal Justice Fingerprint clearance.