

WINDSOR UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Maintenance Specialist

DEFINITION

Under the general supervision of the Director of Maintenance performs a wide range of maintenance tasks including upkeep of maintenance equipment, general grounds keeping, and building maintenance.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Performs a wide range of maintenance and grounds keeping duties including building repair and maintenance, painting, plumbing, carpentry and electrical work
- Assists in the repair and maintenance of district vehicles
- Operates safely and effectively all necessary equipment and tools
- Assists in the restoration and major repair of buildings
- Assists in oversight and upkeep of custodial and maintenance equipment, tools and inventory of supplies
- Loads and unloads trucks and moving supplies when necessary
- Performs duties related to repairing and upgrade of doors, locks and windows
- Assists in the replacement of mechanical filters
- May assist in general custodial tasks as assigned
- Maintains accurate records related to maintenance projects
- Performs related work as required

REQUIRED QUALIFICATIONS

KNOWLEDGE OF:

- Maintenance methods, tools and their appropriate uses
- Building and mechanical trades
- Operation and use of a variety of grounds/gardening equipment
- Basic methods, materials, tools, and equipment used in ground maintenance and gardening
- Repair of blacktop and concrete surfaces
- General locksmithing procedures

ABILITY TO:

- Work effectively in the maintenance, repair, and grounds areas as required
- Perform heavy manual labor, understand and carry out oral and written directions
- Relate positively to students, staff and the public
- Maintain confidentiality of school related information
- Maintain cooperative relationships with those contacted in the course of work

EXPERIENCE:

- At least two years experience in maintenance and/or groundskeeping with additional experience in one of the building trades (plumbing, electrical, painting, carpentry, etc.) or mechanical trade

EDUCATION/LICENSES:

- High school or equivalent
- Possession of a valid California driver’s license
- Obtain Locksmith Certification by the end of the probationary period

DESIRABLE QUALIFICATION:

- Ability to communicate in Spanish

PHYSICAL ACTIVITY REQUIREMENTS:

Work Position (Percentage of Time):

Standing: 45 Walking: 45 Sitting: 10

Body Movement (Frequency):

<u>None (0)</u>	<u>Limited (1)</u>	<u>Occasional (2)</u>	<u>Frequent (3)</u>	<u>Very Frequent (4)</u>
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Lifting (lbs): 50	Lifting: 3	Bending: 4
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Pushing and/or Pulling Loads: 3 Reaching Overhead: 3 Kneeling or Squatting: 3

Climbing Stairs: 1 Climbing Ladders: 4

Reviewed by Classification Study Committee: July 27, 2016

Approved: 5/15/18