

WINDSOR UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Maintenance Specialist I

DEFINITION

Under the general supervision of the Director of Maintenance performs general and trade related building and landscape maintenance. Service and repair of maintenance, grounds and custodial equipment.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Installs, inspects, and performs necessary repair work on district buildings and landscape components such as the plumbing, electrical and HVAC systems
- Prepares and adheres to a schedule of periodic system inspections and preventive maintenance
- Inspects and repairs roof systems, door locks, closers and windows
- Establishes and carries out maintenance programs such as HVAC systems, electric motors and lighting systems
- Reviews service agreements and warranties
- Works with district personnel or others on special projects
- Keeps records, orders supplies and makes deliveries as necessary
- Performs related work as required

REQUIRED QUALIFICATIONS

KNOWLEDGE OF:

- Maintenance methods, tools and their appropriate uses computer programs related to maintenance and operations
- 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:

- Follow oral and written directions, read and write at a level sufficient to fulfill the duties to be performed for the position described
- Perform skilled maintenance work
- Operate and use the tools and equipment commonly employed in the construction trades
- Work cooperatively as a team
- Use computer programs such as word processing, e-mail and spread sheets

EXPERIENCE:

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

EDUCATION/LICENSES:

- High school diploma or equivalent
- Possession of a valid California driver’s license

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>
-----------------	--------------------	-----------------------	---------------------	--------------------------

Lifting (lbs): 50	Lifting: 3	Bending: 4
-------------------	------------	------------

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