

WINDSOR UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Maintenance Specialist II

DEFINITION

Under the general supervision of the Director of Maintenance performs a wide range of highly skilled maintenance tasks including upkeep of maintenance equipment, general grounds keeping, and building maintenance. This position provides significant support and assistance to the Director of Maintenance to ensure that buildings and grounds are well maintained throughout the school district.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Inspects, repairs, installs, services and maintains various electrical, plumbing and mechanical systems including conduit and duct systems, reclaimed water, light and power circuits, and roofing systems
- 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
- Uses computer hardware to maintain records and create documents related to maintenance and operations
- Interacts with contractors
- Assists Director of Maintenance with presentations and communication
- Assists with scheduling of custodians and other staff
- Assigns and trains substitute custodians
- Coordinates the work of other maintenance and operations staff
- Keeps records and orders supplies and equipment 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:

- 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 three 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 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):

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

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

Approved: 10/05

Reviewed by Classification Study Committee: July 27, 2016

Approved: 5/15/18