

## **SPENCER VALLEY SCHOOL**

### **JOB DESCRIPTION**

#### **MAINTENANCE WORKER, Position #10366002 25 hours/week**

#### **PURPOSE STATEMENT:**

The job of General Maintenance Worker was established for the purpose/s of providing maintenance services as needed and/or assigned; assisting in a wide variety of maintenance activities; addressing immediate operational and/or safety concerns; assisting skilled trades; and ensuring that tools and materials are maintained in good working order and are available at job site when needed. This position also supports school safety, and purchasing for the lunch program and operations.

#### **NATURE AND SCOPE OF JOB:**

Performs inspections, maintenance, repairs and purchasing to ensure that all students, staff, and the community are provided a safe, attractive and clean, and healthy environment for learning and work.

#### **QUALIFICATIONS:**

The Maintenance Worker shall:

1. Have earned a high school diploma or its equivalent.
2. Hold and maintain a California valid driver's license for the type of equipment to be driven, with no serious violations.
3. Demonstrate knowledge, a minimum of three years of experience, and proficiency in *several areas of maintenance* (e.g., plumbing, painting, carpentry, masonry/concrete/tile, electrical, mechanical, HVAC systems maintenance, roof repair, plastering/spackling, field/playground maintenance, furniture repair, and small engine repair).
4. Have excellent integrity and demonstrate good moral character and initiative.
5. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
6. Demonstrate the ability to communicate effectively in English, using proper grammar and vocabulary.
7. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
8. Provide evidence that a criminal record history check has been conducted and clearance has been given by the DOJ.
9. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation.
10. Pass the State required Intradermal Tuberculin Test as required by EC 49406.

11. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

#### **VERIFICATION OF COMPETENCY:**

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources.
4. Employment interview.

#### **EMPLOYMENT TERMS:**

The Maintenance Worker shall be employed under the following terms:

1. Work year of twelve months at 25 hours per week
2. Salary and Health and Welfare Benefits, including Medical and Dental
3. Conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education

#### **JOB FUNCTIONS AND RESPONSIBILITIES:**

The Maintenance Worker shall:

1. Perform general maintenance and repair tasks in a variety of areas including Grounds, Athletic Fields, Irrigation, and Buildings, as listed in Appendix I, and as assigned by the Superintendent or Designee, in accordance with all applicable codes and regulations.
2. Perform light repairs or painting, installation and assembly tasks.
3. Perform only those maintenance and repairs that do not require a license, or perform maintenance and repairs under the direct supervision of a licensed technician.
4. Ensure that the work site and conditions are safe.
5. Perform assignments relating to ensuring all school and district sites are able to safely open and function when assigned. This includes working cooperatively with custodial employees during emergency operations.
6. Perform regular inspections of grounds, buildings, equipment, and systems, reporting any abnormalities and hazards immediately.
7. Clean buildings and grounds areas as needed and/or assigned for the purpose of providing an effective working/learning environment, preventing damage and/or limiting liability exposure.
8. Remove and transport, as necessary, hazardous materials and e-waste.
9. Maintain storage areas to ensure safety and availability to others in safe operating conditions.
10. Identify plant diseases, pests, and insects and notify Superintendent in a timely manner.
11. Work under the direction of a D-2/T-2 Water System Manager to perform inspection and maintenance of the water system as assigned.

12. Respond to emergency situations during and after hours for the purpose of resolving immediate safety concerns and perform any necessary repairs.
13. Use the maintenance request system to notify Superintendent or assignee of recommended repairs or procedures that are beyond the scope of responsibilities, skill, or experience, outlining the work needed and specifications required of a licensed outside contractor.
14. Fulfill, in a timely manner, tasks identified by others through the maintenance request system that have been determined by the Superintendent or assignee to be completed in house.
15. Use the maintenance request system to notify Superintendent or assignee of requests made by other staff, either verbally or via another method, prior to performing any tasks beyond those listed in Appendix I.
16. Acquire from the Superintendent or designee pre-approval for all purchases prior to obtaining items, except in emergency situations.
17. Keep a log, to be updated daily, of all maintenance functions and repairs performed.
18. Ensure that all applicable fire, safety, health, and environmental regulations and laws are observed and exceeded.
19. Maintain an adequate supply of parts and supplies usually used in repairs, and request needed supplies through the established procedures of the district.
20. Maintain keys to all buildings, ensuring an adequate supply.
21. Operate and maintain in a safe and operational condition all tools and equipment necessary to carry out job functions and responsibilities.
22. Schedule annual maintenance tasks to be performed when school is not in session.
23. Remove snow and or ice by shoveling, plowing, and/or sanding walks, driveways, parking areas, and steps.
24. Prevent classroom or building flooding by running sump pump, or making available to others during a rain event.
25. Report immediately any damage or vandalism to facilities, or theft of equipment.
26. Make recommendations for improvement in the effectiveness and efficiency of the maintenance operations of the district.
27. Arrange and move furniture and equipment for the purpose of providing adequate preparations for seasonal or special events.
28. Make purchases, as requested and scheduled, at big box, grocery or hardware stores.
29. Keep an operations (custodial) supply inventory.
30. Display a cooperative and pleasant attitude at all times, particularly when in the presence of staff, students, and community visitors.
31. Attend required meetings or on-line trainings, including Safety Plan, Mandated Reporter and First Aid, and serve, as appropriate, on staff committees.
32. Maintain crisis box and supplies.
33. Notify and assist the administration and appropriate emergency personnel with any emergency, and potentially dangerous or unusual situations, following School Safety Plan guidelines and Disaster Preparedness Plan.
34. Use computers and/or electronic equipment to fulfill job functions.
35. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.

36. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
37. Participate in appropriate in-service and workshop programs and attend any required meetings.
38. Display ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
39. Adhere to federal statutes and regulations, California Education Code, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.
40. Perform any duties and responsibilities that are within the scope of employment, as assigned by the supervisors, and not otherwise prohibited by law or regulation.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

### **ENVIRONMENTAL DEMANDS:**

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

## **APPENDIX I**

### **Maintenance Worker, Position #10366002**

#### **General Maintenance and Repair Tasks:**

Provides a variety of grounds maintenance duties for the purpose of ensuring safe and attractive grounds for students, staff and the public.

- Mows, edges, aerates and re-seeds lawns.
- Thins and trims shrubs, hedges, trees and vines.
- Hoes weeds and rakes par course, including exercise station areas.
- Trims fence lines.
- Maintains raised garden beds and native plant area.
- Maintains pond water levels. Drains and cleans pond twice yearly.
- Maintains compost area.
- Removes weeds, blows, rakes, sweeps, and removes trash and debris from walkways, culverts, courtyard, pond, outside staff lounge/storage/refrigerator area, stairways, roadways, planters, parking lots, and drinking fountains.
- Maintains in-ground drains and culverts for the purpose of preventing flooding and removing hazards.
- Maintains areas around identified water testing bibs to keep clean and free of debris.

Prepares grounds and athletic fields for the purpose of providing adequate, attractive, and safe areas for assemblies, recreational activities, recess and lunch.

- Performs inspections of play and other public areas to identify potential safety issues.
- Performs general grounds clean-up including picking up paper and trash.
- Cleans drinking fountains.
- Cleans and maintains lunch tables. Waxes tabletops once yearly.
- Performs maintenance and cleans play facilities, including swings, spinnies, monkey bars, maypole, volleyball court, basketball court and rock climbing wall.
- Keeps sand contained within concrete barriers of volleyball court, spinnies and rock climbing wall.
- Inspects trees for possible dangers to students, staff and the public. Notifies Superintendent immediately of any findings.
- Repairs fence breaches.
- Takes trash to dumpster.
- Ensures coordination of weekly recycling pickup.

Maintains and assists with repair of irrigation systems.

- Assists with repairs to and replacement of landscape irrigation components, including irrigation boxes.
- Participates in adjusting, maintaining, and repairing electronic timers.
- Replaces and repairs a wide variety of sprinkler heads and lines by removing, disassembling and replacing worn or broken parts.

Maintains inside of, and outside areas adjacent to, sheds and fenced storage areas, for the purpose of ensuring safety and availability to others in a safe operating condition.

- Keeps maintenance shed, historic wooden shed, garden shed, propane tank area and well house area clean, orderly and free of debris and trash.
- Cleans job site areas (e.g., puts things away, sweeps, sorts, discards, etc.) for the purpose of restoring the site to a safe environment.
- Returns all tools and supplies to designated storage areas.
- Keeps tool storage closet clean and orderly ensuring tools and resources are available to be utilized as needed.
- Keeps and stores chemicals only as needed. Observes safety precautions and federal and state regulations.
- Works with and around hazardous materials and may be required to participate in emergency cleanup of potential hazardous waste or material spills; disposes of undesirable materials according to proper disposal procedures; recycles batteries.

Operates, maintains and cleans riding lawn mowers, power blowers, and other motorized equipment requiring similar skill.

- Maintains tools and/or equipment for the purpose of ensuring the availability of equipment in safe operating condition.

Identifies plant diseases, pests and insects and notifies Superintendent in a timely manner.

- Locates and traps rodents as directed for the purpose of eliminating damage and/or health concerns caused by rodents.
- Hangs Wasp traps, as required by wasp activity

Monitors and inspects interior and exteriors of buildings, to identify problems or potential safety hazards. Notifies Superintendent immediately of any findings.

- Monitors bathrooms, including sinks and toilets, to maintain in good working order. Checks working order once a week.
- Visually scans building exteriors, including fascia, for damage, such as dry rot.
- Makes recommendations for ordering needed parts, supplies or equipment.
- Inspects drinking fountains and identifies necessary repairs.

Light Repairs or Assembly

- Installs hooks for student's backpacks.
- Replaces light bulbs.
- Waters plants in classrooms and offices as needed.
- Vacuums and cleans doormats.
- Makes recommendations for ordering needed parts.
- Assembles furniture and other items as requested.

Seasonal Duties and Responsibilities

- Schedules vacation maintenance, including pest control, carpet cleaning, and hazardous waste and e-waste removal.

- Paints Creative Arts Room Stage backdrop white (during Winter break)
- Occasional light painting
- Assists with after hours events, including Back To School Night, Winter Show, Art Show, and Shakespeare Play
- Moves and arranges furniture and equipment for special events

Responds to emergency situations for the purpose of assisting in resolving immediate safety concerns.

- Assists in safety and emergency planning
- Participates in disaster drills
- Maintains crisis box and supplies
- Maintains sump pump in good working condition. Makes available to staff in advance of rain events.
- Performs emergency shut off of electricity or water valves when necessary.
- Is available as a contact for response to emergency situations.

Performs other duties as assigned that support the overall objective of the position. These duties include, but are not limited to,

- Makes occasional purchases, as requested, at big box or hardware stores.
- Purchases school lunch program food at Costco.
- Maintains keys to all buildings. Replenishes as necessary.
- Maintains a paper product inventory. Notifies the business manager when supplies are needed.
- Remove and transport, as necessary, hazardous materials and e-waste.

#### **DUTIES FOR 4396 HIGHWAY 78 PROPERTY**

- Keeps grounds secure, mowed and trimmed.
- Inspects grounds and reports hazards.