



Lakeport Unified School District

2508 Howard Avenue, Lakeport, CA 95453

707-262-3000

707-263-7332 (fax)

Job Description

Position:

Skilled Maintenance Worker

General Description:

Under the general supervision of the Director of Buildings and Grounds, to perform skilled work in the repairs, alterations, construction and maintenance of school buildings, equipment and facilities.

Specific Duties and Responsibilities:

- Duties may include, but are not limited to the following:
- Performs skilled work in assigned trade areas; makes routine and emergency repairs to building sites and equipment.
- Operates and maintains various types of hand and power tools.
- Repairs lawn irrigation systems and pumps including sump pumps.
- Installs and repairs with wood, concrete, metal, asphalt, glass and other types of material.
- Paints and prepares finishes on buildings and facilities.
- Troubleshoots and assesses faulty HVAC and electrical equipment. Performs maintenance on HVAC units, such as belt adjustment, lube bearings, filters and electronics.
- Repairs lighting fixtures such as ballast, tube ends (lamp holders), tubes, etc.
- Installs and repairs plumbing, fittings, valves, faucets, etc.
- Assists in the set-up of school events.
- Repairs school furniture.
- Builds and installs wood cabinets, shelving, etc.
- Repairs roof leaks and installs roofing materials as needed.
- Completes work orders by recording the work that was performed, completion date, time worked, materials used and repair costs.
- Reads blueprints and draws accurate prints of projects.
- Distributes maintenance supplies to all school sites.
- Should need arise, this position is interchangeable with that of a custodian, whose duties are described elsewhere.
- Other maintenance duties as assigned.

Basic Qualifications:

- High School Diploma or equivalent.
- Three or more years of experience in related field.
- Possession of a valid California Class C Driver's License.
- Ability to pass forklift training or certification.

Required Skills:

- Knowledge of cost effective purchasing of materials and supplies.
- Knowledge of alterations, repairs and construction of building, equipment and facilities.
- Knowledge of safe work practices.
- Ability to maintain accurate records.
- Ability to design and fabricate required parts necessary for repairs, etc.
- Ability to read and comprehend blueprints and knowledge of standard practices in the building trades.
- Ability to read, comprehend and apply written work orders.
- Ability to draw accurate prints of projects.
- Ability to operate computers.
- Ability to work independently.
- Ability to work cooperatively and communicate with others.

Physical Requirements:

Ability to stand, walk, reach with hands and arms, stoop, kneel, crouch and crawl; frequently required to climb or balance; ability to lift up to 25 pounds and push or pull objects weighing up to 50 pounds or more. Dexterity of hands and fingers to operate tools needed for the job. Ability to read and understand labels and directions. Ability to communicate so others will be able to understand a normal conversation in person or on the telephone. Public school working environment frequently works near mechanical and electrical hazards and in outside weather conditions. Can be exposed to toxic or caustic chemicals and explosive hazards. Employee occasionally works in high, precarious places (i.e. manlifts) and is occasionally exposed to fumes or airborne particles. The noise level in the work environment can be loud.

Hours:

Work hours are 8 hours per day.

The working period is five days per week, twelve months per year.

Holidays, vacations, sick leave, lunch periods and rest breaks will be provided in accordance with the Lakeport Unified Classified Employees' Bargaining Agreement and Ed Code.

Salary:

Range J - Classified Salary Schedule

Evaluation:

Director of Buildings and Grounds