



Date Adopted:	2/16/10
Range:	38
Classified:	CSEA

## Job Description

## MAINTENANCE WORKER III

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### **BASIC FUNCTION**

Under direction of the Director of Maintenance or his/her designee or a Lead, perform a variety of technical and journeyman-level skills in a primary assignment of carpentry, cement finishing, electrical and alarms, flooring, glazing, heating and air conditioning, heavy equipment operation, landscaping, locksmithing, mower equipment repair, painting, plumbing, roofing, and/or welding.

### **DISTINGUISHING CHARACTERISTICS**

Positions in this class are assigned to work primarily in the trade in which they have major skills (as specified in the position posting); however, they may be required to perform duties in any combination of the above trades and to perform any related maintenance work that is needed. The examples of duties listed below are generally grouped by trade, but incumbents in the class may perform any combination of such duties as may be required.

### **MAJOR DUTIES AND RESPONSIBILITIES** (may include, but not limited to the following)

- Receive and prioritize work orders from the Department Lead and/or Director of Maintenance.
- Plan, organize and layout assigned tasks working from plans, sketches, drawings, blueprints and specifications.
- Estimate time, labor and material costs and establish completion timelines.
- Maintain tools and equipment in safe and efficient operating condition.
- Maintain records and order supplies and equipment.
- Select proper size and type of equipment appropriate for assigned jobs.
- Construct classroom and restroom partitions.
- Perform a variety of rough and finish carpentry work, build shelves, cabinets, bulletin boards, furniture, and tables.
- Install, repair and replace door and safe locks and door closers; replace and repair door jambs.
- Install doors, whiteboards, window frames, floors, glass and locks.
- Repair floors, walls, doors, gates, locks, fences, gym equipment and roofs.
- Build concrete forms for walks and other surfaces.
- Mix, pour, and finish concrete.
- Perform general landscape work including operation of mowers, tree pruning/removal and spraying.
- Perform a variety of general maintenance, repair and construction work including, but not limited to carpentry, painting, sprinkler repair, electrical, plumbing, heating, air conditioning, locksmithing, metalsmithing, carpeting, and tiling.
- Prepare a wide variety of surfaces for painting, such as swimming pools, stucco, plaster, wood, metal, asphalt, and cement.

- Remove old paint and coatings by sanding, burning and other standard methods.
- Apply paint, varnish, shellac, and stains on interior and exterior surfaces with brush, roller, and/or spray gun; paint roofs.
- Mix, blend, and color paints and other decorative and finish coatings.
- Apply finish to furniture, cabinets, and cases.
- Apply painted lines to parking areas and play areas such as tennis and basketball courts.
- Remove broken glass from windows, sliding doors and display cases.
- Measure and cut various types of glass and apply caulking and putty.
- Order and maintain an inventory of glass and related glazing supplies.
- Disassemble and repair locks and/or change lock combinations; open and install new locks.
- Repair or replace tumblers, springs and other parts.
- Make new or duplicate keys.
- File locks with hand file and replace in lock cylinder(s).
- Repair, fabricate and modify a variety of equipment by welding, brazing, riveting, cutting and hard-facing metals using electric and gas welding equipment, cutting torches, and shaping tools in the shop and in the field.
- Weld and braze ferrous and non-ferrous metals, hard-surfaces and worn equipment parts.
- Fabricate metal parts and equipment, including backstops, basketball stands, hurdles and fences.
- Repair or replace asphalt roofing by installing base sheet, hot asphalt, finishing paper, and final layer of hot asphalt; replace roof tiles.
- Repair and replace gutters and drains.
- Inspect, repair, install, service and maintain electrical systems including but not limited to: light and power circuits, motor appliances, control equipment, switches, heating equipment, and other types of electrical lighting and power equipment.
- Check and test circuit boards.
- Install antennas, TV's, VCR's, projection TV's on wall mounts, carts, cabinets, and ceilings, making modifications as needed.
- Operate stencil cutter, drill press and various specialized hand and power tools.
- Inspect low-pressure steam heating systems, check and adjust valves and water levels and make necessary repairs and adjustments.
- Inspect, maintain, and repair ventilating systems to insure proper heat and airflow.
- Perform other types of maintenance such as: maintenance painting, spray work, glass, plastic, metal substitute cutting and sash placement; forming, pouring and cement finishing or block laying; grading, trenching or ripping.
- May be required to operate District vehicles (including dump truck and towing of heavy equipment).
- Other related work as required.

## **QUALIFICATIONS**

### ***Knowledge of:***

1. Journeyman qualification in primary assignment.
2. Principles and practices of supervision and training.

3. Federal, State and County codes related to the field of the trade(s) to which assigned.
4. Occupational hazards and various OSHA safety regulations and precautions appropriate to the trade(s) to which assigned.
5. Materials and estimating procedures used in the trade(s) to which assigned.
6. Diagnostic equipment and instruments designed for use in testing equipment.
7. Methods, operations, materials, tools and terminology of the trade(s) to which assigned.
8. Safe operation of related tools, equipment, materials, methods and procedures used in the performance of the assigned job trade(s).
9. Proper methods of storing equipment, materials and supplies.
10. Requirements of maintaining school buildings in a safe, clean and orderly condition.
11. Specialized shop practices.
12. Basic math applicable to the various trades.
13. Computer use and appropriate record keeping systems.

**Ability to:**

1. Train and oversee others.
2. Estimate the scope and cost of each work assignment including the necessary and appropriate tools and materials required.
3. Plan, layout, and complete work expeditiously.
4. Prioritize and schedule work.
5. Work from blueprints, drawings, sketches and schematics.
6. Demonstrate skill(s) in the assigned trades.
7. Perform a variety of repair and maintenance work on school grounds, facilities, buildings and equipment.
8. Apply and explain rules, regulations, policies and procedures.
9. Safely and appropriately operate the tools, equipment and technology assigned and associated with the performance of the position.
10. Maintain tools and equipment in proper, safe working condition.
11. Operate a vehicle and wide variety of specialized power equipment and hand tools related to the various trades.
12. Communicate to resolve problems.
13. Interpret and explain policies and procedures.
14. Plan and organize work.
15. Research technical manuals and guides to resolve problems.
16. Maintain current knowledge of technological advances in the field.
17. Meet schedules and timelines.
18. Maintain documentation and records.
19. Establish and maintain cooperative and effective working relationships.
20. Understand and carry out oral and written directions.
21. Communicate both orally and in writing in a clear and concise manner.

**EXPERIENCE**

Three (3) years of experience as a TRUSD Maintenance II employee or four (4) years of related building maintenance experience at journeyman level in one or more of the building trades is required.

**EDUCATION**

High school graduation or equivalent is required. Training or coursework in one or more building trades is preferred.

**LICENSES, CERTIFICATIONS, BONDING AND/OR TESTING REQUIRED**

Successful completion of the District's basic skills test is required. Successful completion of the Employee Entrance Evaluation is required. Possession of a valid Class A California Drivers' License and proof of insurance may be required. Plumber Trade: may require Level T-1 or higher Water Treatment Operator Certification. HVAC-R Trade: Environmental Protection Agency (EPA) Certification is required.

**WORKING CONDITIONS**

***Environment:***

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position will include indoor, outdoor, and garage/shop work environments.

***Physical abilities:***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must be able to:

- Lift, carry, push and/or pull items up to a maximum of 50 pounds with a strength factor of medium/heavy work.

- Hear and speak to exchange information in person and on the telephone.

- See to read a variety of materials.

- Use close vision, color vision, and adjust focus visually.

- Possess dexterity of hands and fingers to operate equipment.

- Stand, walk and crawl.

- Bend at the waist, kneel or crouch.

- Sit or stand for extended periods of time.

- Reach horizontally and above shoulders.

- Work on roof tops, at heights and in confined spaces.

- Climb a step stool/ladder, scaffolding and riggings.

- Drive a car, pickup truck and/or other related vehicle.

***Hazards:***

Working with machines, tools, electrical equipment, and chemicals associated with shop environments and the various trades. Working in cramped or restrictive areas; working at heights, on ladders or scaffolding.