



## **JOB DESCRIPTION**

**TULARE JOINT UNION HIGH SCHOOL DISTRICT**  
426 North Blackstone, Tulare, CA 93274



### **Maintenance Worker**

Revised 7/11

#### **DEFINITION**

Under direction and supervision of the Maintenance and Operations Supervisor, performs semi-skilled to highly skilled maintenance on various projects throughout the district; assists in highly skilled maintenance projects; and other related duties as required.

#### **EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS**

- Works with skilled plumbers, painters, carpenters, electricians or other tradesmen where some knowledge of the basic operations and methods involved is necessary. E
- Repairs fences and gates. E
- Helps build forms for sidewalks, curbs, etc. E
- Mixes, pours, and finishes cement. E
- Lays pipe, digs and covers ditches. E
- Installs and maintains sprinkler systems; performs semi-skilled plumbing. E
- Installs and repairs broken window glass; performs minor repair on doors, windows, roofs, floors, other building parts, and maintains HVAC systems, including changing filters. E
- Helps with installation of electrical wiring and fixtures; performs semi-skilled painting work. E
- Assembles furniture and other structures; assists in carpentry and other maintenance duties as semi-skilled worker uses saws, hammers, and other hand tools. E
- Operates such power machines as a tractor, skiploader and ditch trencher on school grounds. E
- Basic knowledge of plumbing, repairs on copper, white boards, bleacher repair, and making keys. E
- Loads and transports equipment; makes minor adjustments and keeps equipment in good repair. E
- Perform custodial and grounds work as required. E
- May drive District vehicle. E
- Performs other duties as assigned.

#### **MINIMUM QUALIFICATIONS**

##### **Education**

High School Diploma or equivalent

##### **Experience**

Maintenance III- At least six years in maintenance positions or similar level positions  
Must have special skills and/or outstanding evaluations

##### **Licenses and Other Requirements**

DOJ and FBI fingerprint clearance  
Negative TB test within the last four years  
Valid California Driver's License

#### **KNOWLEDGE AND ABILITIES**

##### **Knowledge of**

- Basic operations, tools, and terms used in building and grounds maintenance.
- Basic record keeping techniques.
- Basic math.
- Requirements for maintaining buildings and facilities in good repair.

- Operation and use of hand and power tools and equipment.
- Basic knowledge of electrical, plumbing, repair, cooler repair, HVAC, and rain gutters.
- Proper lifting techniques.
- Health and safety regulations and codes.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.

### **Ability to**

1. Drive automotive equipment safely and in accordance with traffic laws and regulations.
2. Perform heavy manual labor.
3. Operate tools and equipment used in building maintenance work.
4. Estimate materials and supply needs.
5. Add, subtract, multiply and divide quickly and accurately.
6. Maintain routine records related to work performed.
7. Observe legal and defensive driving practices.
8. Quickly learn the necessary procedures and methods used in Physical Education (PE) program.
9. Understand and follow oral and written instructions.
10. Communicate effectively both orally and in writing.
11. Perform duties effectively, timely, and without supervision.
12. Establish and maintain cooperative and effective working relationships with others.
13. Ability to plan, organize and schedule work.
14. Perform varied tasks.

## **PHYSICAL DEMANDS AND WORKING CONDITIONS**

### **Environment**

- Indoor/outdoor environment subject to changing conditions and temperatures exceeding 90 degrees at times.
- Regular exposures to fumes, dust, odors, heights, and loud noises.
- Driving a vehicle to conduct work.
- May be exposed to heights, and loud noises.
- Work in direct contact with public, students, and other District staff.
- Working on ladders at varying heights.

### **Physical Demands**

- Move and set up heavy PE materials and equipment and other equipment and materials.
- Standing and walking for extended periods of time.
- Occasional bending, kneeling, or crouching.
- Reaching overhead, above the shoulders and horizontally.
- Lifting, carrying, pushing, and pulling object(s) weighing up to 75 pounds.
- Dexterity of hands and fingers to operate specialized hand and power tools and equipment.
- Clarity of vision at varying distances to perform various work assignments.
- Verbal, auditory, and written capabilities to effectively communicate in an articulate manner.
- Climbing ladders and working from heights as necessary.

### **Hazards**

- Working with chemicals, tools, and powered machinery.

## **SALARY**

Pay Range 14

12 Months – 260 Days