

Sweetwater Union High School District

GENERAL MAINTENANCE WORKER

Purpose Statement

The job of General Maintenance Worker is done for the purpose/s of maintaining facilities in safe operating condition; performing a wide variety of maintenance activities; addressing immediate operational and/or safety concerns; assisting skilled trades as assigned; transporting a wide variety of equipment, supplies, etc. and disposal of trash; verifying grounds equipment inventory; ensuring adequate materials are available to complete assignments in a timely manner; and assisting custodial and maintenance staff as needed and/or assigned.

Essential Functions

- Assists maintenance workers with projects (e.g. transporting and/or securing materials, completing specific tasks, etc.) for the purpose of completing projects in a safe, efficient manner.
- Inspects and cleans component parts and general work areas as assigned (e.g. motors, belts, etc.) for the purpose of preventing damage and/or limiting liability exposure.
- Installs and replaces system component parts as needed and/or assigned (e.g. filters, belts, etc.) for the purpose of maintaining facilities in a safe, comfortable and operating condition.
- Delivers a variety of items (e.g. grounds equipment, band and music supplies, paper, furniture, raisers, stages, chairs, musical instruments, etc.) for the purpose of distributing items to assigned locations and/or individuals.
- Drives vehicles (e.g. truck, dump truck, towing trailer, skip loader, forklift, etc.) for the purpose of transporting orders and materials (e.g. records/files, supplies, bank deposits, mail, etc.) to and from designated sites.
- Performs a variety of general maintenance activities as assigned (e.g. carpentry, painting, glazing, etc.) for the purpose of completing projects within established time frames.
- Builds items (e.g. counters, temporary partitions, etc.) for the purpose of modifying and/or adapting facilities to specific needs.
- Assists custodial, grounds and maintenance staff for the purpose of completing difficult tasks and responding to co-workers requests.
- Conducts physical inventories of grounds equipment; maintains assigned vehicles (e.g. checking fluid levels, fueling, cleaning, etc.).
- Prepares athletic fields (e.g. burn and mark fields and related areas, remove debris, etc.) for the purpose of providing adequate preparations for usage of assigned areas.
- Arranges furniture and equipment for the purpose of providing adequate preparations for work projects and/or special events.
- Prepares documentation (e.g. requisitions, work orders, etc.) for the purpose of providing written support and/or conveying information.
- Responds emergency situations as needed and/or assigned for the purpose of resolving immediate safety concerns.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring an efficient and effective work environment.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating equipment used in skilled trades, power and hand tools, etc.; adhering to safety practices; handling hazardous materials; and planning and managing projects.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: standard methods, materials and tools used in assigned skilled trade; and safety practices and procedures.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize job-related equipment. In working with others, some problem solving may be required to identify issues and select action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; developing effective working relationships; displaying mechanical aptitude; and working under time constraints; meeting deadlines and schedules; setting priorities; and physical stamina; and ability to read, write and communicate clearly in English.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; and operating within a defined budget. There is some opportunity to impact the Organization’s services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 30% sitting, 35% walking, and 35% standing. The job is performed under some temperature variations and some hazardous conditions.

Education/Experience

Any combination equivalent to High School diploma or equivalent and two years of general maintenance experience and routine building repairs.

Required Testing

Pre-employment Proficiency Test

Certificates/Licenses

Valid California Driver’s License

Continuing Educ./Training

None Specified

Clearances

Pre-placement Physical Exam; TB Clearance; and Criminal Justice Fingerprint/Background Clearance

“Sweetwater Union High School District programs and activities shall be free from discrimination based on age, gender, gender identity or expression, or genetic information, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.” SUHSD Board Policy 0410