

## Sweetwater Union High School District

### BUILDING MAINTENANCE WORKER

#### **Purpose Statement**

The job of Building Maintenance Worker is done for the purpose/s of providing skilled and semi-skilled repairs and preventive maintenance services to buildings, equipment and grounds at assigned school sites.

#### **Essential Functions**

- Assembles furniture and equipment for the purpose of providing materials in usable form.
- Assists in the installation, maintenance and repair of (e.g. HVAC systems, electrical systems, plumbing systems, etc.) for the purpose of maintaining facilities in a safe and comfortable operating condition.
- Communicates with other maintenance staff, District personnel and outside agencies for the purpose of exchanging information, coordinating activities and resolving issues or concerns.
- Estimates labor and materials needed for projects for the purpose of expediting routine maintenance requests from District personnel in a timely manner and within budget constraints.
- Inspects facilities, systems and their components for the purpose of ensuring safety and identifying necessary repairs and providing an ongoing program of preventive maintenance.
- Installs and maintains shelving, bulletin boards, chalk boards, etc. for the purpose of ensuring the availability of items in safe condition.
- Maintains mobile maintenance trailer (e.g. check generator gas and oil levels, preparing for transport, stocking with materials, etc.) for the purpose of ensuring the availability of items as needed and in safe operating condition.
- Repairs a variety of systems and/or components requiring knowledge of maintenance trades for the purpose of ensuring that items are available and in safe working condition.
- Responds to emergency situations for the purpose of resolving immediate safety concerns.
- Transports various items (e.g. furniture, tools, equipment, supplies, etc.) for the purpose of delivering items as directed and/or ensuring the availability of materials required at job site.
- Performs other related duties, as assigned, for the purpose of ensuring an efficient and effective work environment.

#### **Other Functions**

- Attends meetings, trainings, etc. for the purpose of maintaining skills and meeting the certificate requirement/s of a school bus driver.
- 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; preparing and maintaining records; and handling hazardous materials.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: methods, equipment and materials used in preventive

maintenance work, including gas and diesel powered equipment; various materials, tools and methods common to the major trades; 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 in a variety of circumstances; 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 a variety of data; and utilize a variety of 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; meeting deadlines and schedules; setting priorities; working as part of a team; and working with interruptions.

**Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; 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; frequent climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 5% sitting, 50% walking, and 45% standing. The job is performed under some temperature extremes and some hazardous conditions.

**Education/Experience**

Any combination equivalent to one year of experience in construction or building maintenance and repair work.

**Required Testing**

None Specified

**Certificates**

Valid Driver’s License & Evidence of Insurability

**Continuing Educ./Training**

None Specified

**Clearances**

Criminal Justice Fingerprint/Background Clearance

*The Sweetwater Union High School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age, physical or mental disability, sexual orientation or any other unlawful consideration. SUHSD Board Policy #2224*