

## 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**

Valid Class “B” Driver’s License with airbrake endorsement

**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*