

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
CLASSIFIED JOB DESCRIPTION

FACILITIES MAINTENANCE WORKER

DEFINITION

To independently perform a variety of semi-skilled facilities maintenance tasks; and to assist skilled personnel in the maintenance and repair of structures, related physical facilities and equipment.

SUPERVISION RECEIVED AND EXERCISED

Receive general supervision from the Maintenance Supervisor and/or Facilities Maintenance Crew Chief.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Perform the semi-skilled tasks in assisting skilled personnel on work projects concerned with their specialties. Perform scheduled and preventive general repair and maintenance work on structures, related physical facilities and equipment. Make routine emergency repairs and adjustments to buildings and facilities. Repair doors and windows and makes simple installations of hardware. Assist in installing and repairing lock and security systems. Install shelving and bulleting boards. Make repairs to desks, chairs, and other furniture and equipment. Remove and replace faucets and fixtures. Replace washers and gaskets. Assist in making repairs on heating and ventilating systems. Assist in installing and repairing electrical systems. Installs electrical wall and floor outlets and switches where needed. Assist in the annual inspection of fire extinguishers. May perform some rough carpentry and concrete work. Erects and dismantles scaffolding. May move furniture and equipment. Perform related duties as assigned.

QUALIFICATIONS

Knowledge and Abilities

Knowledge of basic methods, materials, and equipment used in the building trades. Ability to use, operates, and cares for power and hand tools related to the building and mechanical trades. Ability to perform heavy manual labor. Ability to work cooperatively with others. Ability to maintain simple records. Ability to work effectively in the absence of supervision. Ability to understand and carry out oral and written directions. Ability to establish and maintain cooperative working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience

Some experience in general construction and building maintenance work.

Training

Formal or informal training which provides the ability to read and write at a level necessary for job performance.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Reviewed and Agreed to by:

Incumbent: _____ Date: _____