

**LAGUNA BEACH UNIFIED SCHOOL DISTRICT**  
**Job Description: Maintenance Worker II**

**DEFINITION:**

Under general supervision of Director, Facilities and direction of site administrator(s), to perform a variety of semi skilled and skilled custodial, gardening, maintenance, repair, and construction tasks in the upkeep of school facilities; does related work as required.

**ESSENTIAL DUTIES:**

- Demonstrates leadership in assisting with and supporting the planning, organization and work scheduling of maintenance and custodial work;
- Performs construction work in the basic maintenance trades such as carpentry, painting, electrical, plumbing, heating, air conditioning, locksmithing, and carpet and tile installation.
- Assists other maintenance personnel in the construction, installation, and maintenance of roofs, furniture, fences, playground equipment, cabinets, shelving, whiteboards, and bulletin boards.
- Assists in the installation, inspection, repair, and maintenance of gas and water lines and sprinkler watering systems.
- Strips and waxes floors, cleans carpets and does other floor maintenance as necessary.
- Assists in the inspection, maintenance, and repair of heating, ventilating, and cooling systems to the degree experience and training permit.
- Assists in the repair of door hardware and repairs door closures and codes and re-keys and changes door lock pins.
- Maintains the master key code system; makes minor electrical installations.
- May inspect, adjust, repair, and maintain electrical equipment and a variety of apparatus and devices.
- Loads, unloads, and drives maintenance service vehicles to and from work sites.
- Provides immediate and daily graffiti removal as necessary.
- Inspects and maintains safe play and recreation areas.
- Prepares surfaces and paints a variety of equipment, furniture, and facility physical structures. Performs semiskilled and skilled tasks of a general nature in maintenance, repair, general cleaning.
- Cleans restrooms and other site areas unoccupied during the instructional day as scheduled by the administration.
- Sets up and arranges for events.

**OTHER REPRESENTATIVE DUTIES:**

- Reports necessary repairs to supervisor.
- Performs other skilled custodial functions as directed by supervisor.
- Washes windows and does summer and break-time deep cleaning.
- Assists in overseeing students at lunch periods.
- Participates in in-service training programs; may perform other maintenance or custodial functions as required.
- Other duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

- Methods, materials, techniques, tools, and equipment used in repair, maintenance, and construction work;

- Rules, regulations, and operational procedures pertaining to the repair, maintenance, and construction of large school buildings, machines, and equipment.
- Safe working methods and procedures.
- Basic computer skills, such as accessing internet and e-mails.

**Ability to:**

- Skillfully use a variety of tools and equipment utilized in one or more of the basic maintenance trades;
- Work from blueprints, shop drawings, manuals, and sketches;
- Maintain simple records and prepare reports;
- Understand and carryout oral and written directions;
- Establish and maintain cooperative working relationships.
- Use a computer-based work order system.

**MINIMUM QUALIFICATIONS:**

**Experience:**

Two years of experience as a semiskilled or unskilled worker in one or more of the basic maintenance trades.

**Education:**

Equivalent to the completion of the twelfth grade, supplemented by training in one or more of the maintenance trades.

**License Requirement:**

Possession of a valid California Motor Vehicle Operator's License.

*An additional stipend may be earned by the Maintenance Worker II by providing proof one of the following skilled certifications:*

- *Valid and current Environmental Protection Agency's Universal Recovery Certificate or equivalent*
- *Valid and current Journeyman Plumbers' License or equivalent*
- *Valid and current Journeyman Electrician's License (International Brotherhood of Electrical Workers Certification) or equivalent*
- *Valid and current Journeyman HVAC or Mechanical License or equivalent*

**Continued stipend is contingent on maintenance of current license.**

**Condition of Employment:**

Insurability by the District's insurance carrier.

**Personal Qualities:**

- Independent worker
- Maturity and good judgment
- Neat and clean appearance
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills
- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy
- Belief in high standards

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- Commitment to professional responsibility
- High intrinsic motivation

### **WORKING CONDITIONS:**

#### **Environment:**

- Indoor and outdoor work environment
- Regular exposure to fumes, dust, dirt, oil and grease

#### **Physical Requirements:**

- Ability to frequently stand, sit, reach, grasp, stoop, bend, push, pull, kneel, squat, and twist.
- Ability to repetitively twist, tolerate pressure involving wrists/hands, repetitively use hand, arm, and shoulder.
- Dexterity of hands and fingers to operate a variety of tools and equipment.
- Ability to frequently lift and move up to 50 pounds, and occasionally lift more than 50 pounds with assistance.
- Ability to climb stairs.
- Hearing and speaking to exchange information.
- Seeing to perform maintenance duties.

#### **Operation of Vehicles, Machinery, and Equipment Requirements:**

- Ability to travel to a variety of locations within a reasonable time frame.
- Must be able to operate office, multimedia, and computer equipment.

#### **Mental and Emotional Requirements:**

- Ability to understand and follow oral and written directions.
- Ability to work independently with little direction.
- Ability to concentrate to meet numerous deadlines.
- Ability to establish and maintain effective working relationships with others.
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments.
- Ability to exchange information.
- Ability to monitor student activities.
- Ability to learn the procedures, functions and limitations of assigned duties.

#### **Hazards:**

- Working around and with machinery having moving parts.
- Working at heights.
- Power saws and flying debris or nails.
- Chemical fumes.
- Electrical power supply and high voltage.