

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Building Maintenance Worker	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Facilities Management	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	039 OSS
<b>ISSUED:</b>	November 14, 2003		

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**BASIC FUNCTION:**

Provide minor repair and preventative maintenance services to buildings, equipment, and grounds at school sites.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

**E = Essential Functions**

Make minor repairs, replace parts, and perform preventive maintenance of buildings, furniture, cabinets, equipment, plumbing fixtures, and other school structures, not requiring journey level skills. **E**

Lift or move various items. **E**

Maintain mobile maintenance trailer including keeping gas and oil levels at proper levels for generator installed in trailer. **E**

Prepare trailer for moves. **E**

Supply trailer with stock of materials to be used for repairs and services at school site. **E**

May read and interpret working drawings and plans.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to one year of diversified experience in construction or building maintenance and repair work.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of a valid California driver's license appropriate to the type of equipment and/or vehicle operated.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Various materials, tools, and methods common to the major trades.

Applicable laws and codes.

Safety methods and practices.

Reading and writing English communication skills.

**ABILITY TO:**

Use various materials, tools, and methods common to the major trades.

Climb ladders to complete painting, carpentry, and other work, and to use a shovel and other tools to move dirt, debris, etc.

Read blueprints and shop drawings.

Perform a wide range of repair work and preventive maintenance not requiring journey level skills.

Follow verbal and written instructions.

Establish and maintain effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

Read and interpret working drawings or plans.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor environments.

**PHYSICAL REQUIREMENTS:**

Good health, with strength and energy sufficient to maintain a rigorous work schedule involving driving and/or continuous physical exertion; hearing and speaking to exchange information; seeing to perform assigned duties; standing for extended periods of time; dexterity of hands and fingers to operate tools and equipment; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally as needed; lifting heavy objects.

Issued 4/92

Job Code 7526

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