

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Child Development Center Maintenance Worker	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Various Sites	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	039 OSS
REVISED:	January 29, 2003		

BASIC FUNCTION:

Provide repair and construction services to furniture, toys, equipment, and grounds for Children's Centers and Preschools throughout the district.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. Duties may vary from site to site. 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

Repair and rebuilds a variety of furniture and equipment used in classrooms, play areas, and storage areas. **E**

Construct storage sheds, sandboxes, cabinet doors, play equipment, and other objects. **E**

Preserve the appearance of wooden and metal furniture, equipment, and toys by sanding and applying finishes of paint, varnish, lacquer and other materials. **E**

Paint lines on asphalt. **E**

Inspect furniture, equipment, and toys to determine need for repair or refinishing. **E**

Replace missing parts; weld metal toys, gates, fences, and drainage grates. **E**

Make minor electrical repair to electrical cords, light fixtures, and small appliances. **E**

Draft plans for minor building projects. **E**

Plan and schedule site visits for inspection and maintenance purposes and drives a vehicle to field service locations. **E**

Use power tools, hand tools, and welding or spray painting equipment. **E**

Clean, oil, and make minor repairs to tools. **E**

Make cost estimates and requisitions materials and supplies. **E**

Contact vendors concerning availability and cost of supplies and purchases non-stock items as needed. **E**

Maintain inventory/work activity records. **E**

May keep records of Children's Centers and Preschools and purge files periodically; may supervise the work of assistants.

Maintain surplus storage facilities for equipment and supplies. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to one year of full-time or equivalent part-time general repair, maintenance, or woodworking experience.

LICENSES AND OTHER REQUIREMENTS:

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

Personality and character suitable for working with Child Development Centers.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Paint and other finishing materials.

Reading and writing English communication skills.

ABILITY TO:

Operate hand tools, power tools, and welding tools commonly used in woodworking and metal shops.

Apply paint and other finishing materials.

Maintain inventory and work activity records.

Plan and organize, and carry out an efficient work schedule.

Safely operate a repair vehicle on school grounds and on public streets and highways.

Establish and maintain effective working relationships with others.

Meet schedules and time lines.

Work independently with little direction.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor settings.

PHYSICAL REQUIREMENTS:

Strength and energy sufficient to maintain a rigorous work schedule involving driving and/or continuous heavy 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.

Job Code 8307

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