

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Maintenance Aide	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Maintenance and Operations	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	052 OSS
<b>REVISED:</b>	July 1, 2002		

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**BASIC FUNCTION:**

Inspect district buildings, roofs, grounds, and equipment for maintenance and repair needs.

**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**

Conduct scheduled maintenance and repair surveys of building, roofs, grounds, and equipment to identify replacement, maintenance, and repair needs. **E**

Work with school site managers, private contractors, and maintenance shop supervisors in scheduling and coordinating the maintenance and repair needs. **E**

Perform or supervise the performance of emergency repairs. **E**

Assist in the preparation of bid specifications and in the annual preparation of the district-wide maintenance budget. **E**

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of education, training, or experience equivalent to graduation from high school and five years of recent, progressively responsible, directly related general maintenance or repair experience.

**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:

Standard construction methods and practices

Standard appliance, industrial arts, and office equipment used in the district.

District policies and procedures relating to the maintenance of grounds, buildings, roofs, furnishing, and equipment.

Safety regulations appropriate to the trade.

Reading and writing English communication skills.

ABILITY TO:

Estimate material and repair requirements and costs.

Communicate effectively and maintain cooperative relationships.

Establish and maintain effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

Maintain records.

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

**WORKING CONDITIONS:**

ENVIRONMENT:

Indoor or outdoor setting; working with tools and equipment.

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 equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally to perform assigned duties; lifting heavy objects.

Job Code 8210

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