

## **WILLOWS UNIFIED SCHOOL DISTRICT JOB DESCRIPTION**

**CLASS TITLE: Maintenance I/Utility**

**Classification: Range 34**

### **BASIC FUNCTION:**

Perform a variety of cleaning tasks in an assigned school. Under supervision, performs a variety of semi-skilled to skilled work in one or more of the building maintenance trades in the maintenance and repair of District buildings, facilities, and equipment and does other work as required. In addition, may be responsible for other duties associated with maintaining grounds, cleaning facilities, or other duties normally associated with classified employment.

### **REPRESENTATIVE DUTIES:**

Individual positions may not perform all of the duties listed nor do these examples include all responsibilities of positions in this class.

Perform semi-skilled to skilled maintenance and repair of district buildings, facilities and equipment in a wide variety of the building trades including electrical, plumbing, HVAC, carpentry, concrete, locksmithing, painting and others; assist other maintenance personnel as directed.

Replace and repair water and sewer lines and other plumbing fixtures and irrigation systems; repair and maintain valves, faucets and fixtures; clean out drains and remove obstructions in water and sewer lines; repair leaks in faucets and drinking fountains; repair and replace toilet kits.

Assist with a variety of carpentry work; assist in the construction, installation and finishing of cabinets; install hardware, moldings and other wood articles; install doors and cabinets; repair, patch and maintain roofs as necessary; lay and repair floors and tile.

Perform welding and metal fabrication work; repair and maintain equipment and other articles made of metal, including playground equipment, fences, security gates, doors and others.

Perform preventive maintenance related to building, facilities, and pool; perform preventive maintenance on heating and air conditioning equipment to assure proper operation; change air filters periodically and replace worn pulleys and belts as necessary.

Perform asphalt and concrete work in the repair or resurfacing of District grounds; remove concrete, set forms, pour and finish; patch black tops, pour cold mix and apply seal coating.

Prepare and apply paint to various surfaces utilizing sprayers, rollers or brushes; scrape; lay out lines for hard courts, athletic and play areas and parking lots; erect and move scaffolds.

Operate a variety of work vehicles, specialized equipment, and hand and power tools related to work performed or assigned; repair, maintain and assure equipment is in safe and proper working condition.

Prepare and maintain a variety of records related to work performed supplies and materials, and others.

Repair playground equipment and maintain playground facilities.

Assist other maintenance and grounds personnel with daily work assignments as directed.

Perform related duties as assigned.

Sweep, sanitize, scrub, dust and clean offices, hallways, workshops, restrooms, classrooms, cafeterias, auditoriums, libraries, multi-purpose rooms and stairways.

Strip, mop, wax and clean/refinish floors.

Vacuum rugs; empty and wash trash containers; replenish paper and soap dispensers.

Clean walls, furniture, woodwork and equipment.

Wash windows, walls and woodwork; remove graffiti as assigned.

Clean erasers, whiteboards, chalkboards, desks, cabinets, shelves and window sills.

Sweep sidewalks and curbs; pick up trash and debris from school grounds.

Set up tables and chairs, furniture and equipment.

Check, replace and deliver supplies and equipment.

Lock and unlock buildings, gates, windows and facilities; turn on/off alarms; raise and lower flags.

Operate floor maintenance machines, vacuum cleaners and other custodial equipment; maintain equipment in proper condition.

Monitor assigned areas to prevent vandalism and theft; report vandalism and damage to school facilities according to appropriate procedures.

Replace light bulbs and perform minor repairs to fixtures and custodial equipment as necessary.

Check for broken locks and broken glass and report need for repair to appropriate personnel.

Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

Modern cleaning methods including basic methods of cleaning and preserving floors, whiteboards, carpets, furniture, walls and fixtures.  
Requirements of maintaining school buildings in a safe, clean and orderly condition.  
Cleaning equipment, tools, materials and supplies used in custodial work.  
Health and safety regulations.  
Requirements of maintaining buildings, equipment and facilities in good repair.  
Operation and use of hand and power tools and equipment.  
Basic math applicable to the building trades.  
Proper methods, materials, tools, terminology and equipment used in the building maintenance trades.  
Proper methods of storing equipment, materials and supplies.

### **ABILITY TO:**

Learn cleaning methods and proper care of equipment.  
Read and understand cleaning and chemical labels.  
Perform heavy physical labor.  
Perform semi-skilled to skilled work in the maintenance and repair of building and facilities.  
Operate a vehicle and a wide variety of power equipment and hand tools related to the building trades.  
Observe legal and defensive driving practices.  
Understand and follow oral and written instructions.  
Establish and maintain cooperative and effective working relationships with others.  
Lift, carry, push and pull heavy objects up to 50 lbs.

## **EDUCATION AND EXPERIENCE**

Any combination equivalent to a high school diploma or equivalent supplemented by sufficient training and experience to demonstrate the knowledge and abilities listed above; responsible experience in custodial or experience in one or more of the building maintenance trades; and responsible experience in the performance of various maintenance work.

## **LICENSES AND OTHER REQUIREMENTS:**

Valid California Driver's License.

## **WORKING CONDITIONS:**

### **ENVIRONMENT:**

Indoor and outdoor work environment.  
Subject to noise from equipment operation.  
Regular exposure to fumes, dust, dirt, oil/grease.  
Driving a vehicle to conduct work.  
Incumbents in this class may be required to respond to emergency calls in the case of catastrophic events.

**PHYSICAL DEMANDS:**

Carrying, pushing or pulling custodial equipment.

Lifting moderately heavy furniture and equipment.

Dexterity of hands and fingers to operate a variety of specialized equipment and tools.

Climbing ladders and working from heights.

Reaching overhead and horizontally.

Standing for extended periods of time.

Walking over rough or uneven surfaces.

Bending at the waist, kneeling or crouching.

**HAZARDS:**

Exposure to cleaning chemicals.

Fumes from paints and solvents.

Working at heights.

Board Approved: