



## JOB TITLE: GENERAL MAINTENANCE II

### DEFINITION:

Under the direction of the Director and Assistant Director of Facilities, perform a variety of semi-skilled and skilled maintenance work in general maintenance, repair and construction of District facilities and equipment.

### ESSENTIAL FUNCTIONS:

- Perform a variety of semi-skilled and skilled maintenance repairs and construction work in the upkeep of District facilities and equipment; assist skilled maintenance workers as assigned.
- Maintain and repair doors, locks, closures, hinges and related hardware; remove obstructions from locks.
- Perform plumbing repairs; maintain and repair plumbing systems and fixtures such as faucets, drinking fountains, toilets and sinks; repair minor leaks and remove obstructions.
- Maintain and repair buildings, including roofs, ceilings, walls, windows and floors; replace floor and ceiling tiles; maintain and repair playground equipment and fences.
- Install, maintain and repair cabinets, shelving, chalkboard, bulletin boards and other furniture.
- Perform electrical repairs; replace ballasts, switches and receptacles.
- Assist in the maintenance and repair of heating and cooling equipment and systems.
- Prepare surfaces, mix paint and finish a variety of equipment, furniture and structures.
- Operate a variety of maintenance equipment and machinery including saws, drills, other power tools and various equipment utilized in the basic trades.
- Maintain routine records related to maintenance and repair activities.
- Perform related duties as assigned.

#### Secondary Functions:

- This is a single position classification. All duties assigned are considered essential.

### EXPERIENCE AND EDUCATION:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Education and Experience:**

Any combination equivalent to: graduation from high school and two years of general building maintenance and repair experience. Extensive experience and/or license or certification in one of the following areas may be required or specified: building, carpentry, plumbing, electrical, HVAC or locksmith.

#### **Licenses and other Requirements:**

Possession of a valid California Driver's License.

#### **Mental Demands**

#### **Language Skills:**

Ability to read and interpret plans, specifications, blueprints, safety regulations, technical instructions and procedures; communicate effectively with District employees, supervisors, vendors and outside contractors; understand and follow oral and written instructions; prepare and maintain records and simple reports.



**Mathematical Skills:**

Ability to add, subtract, multiply and divide using whole numbers and fractions; perform these operations using units of weight and volume measurement and distance.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out oral and written instructions; deal effectively with a variety of recurring situations with only occasional or no variables.

**Other Skills and Abilities:**

Demonstrate knowledge of:

Methods, procedures and equipment utilized in the basic trades.

Health and safety regulations.

Proper methods of storing equipment, materials, and supplies.

Basic recordkeeping techniques.

Demonstrate abilities to:

Perform semi-skilled general maintenance, repairs and construction work.

Operate a variety of general maintenance tools and equipment safely and effectively.

Maintain routine records.

Observe legal and defensive driving practices.

Establish and maintain cooperative and effective working relationships with others.

Perform heavy physical labor.

**PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

**Body Movement:**

Regular Activities: stand and sit for long periods of time; walk at a normal pace for extended periods of time; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb ladders to heights of 10 feet; bend, stoop, kneel, or crouch; hear sufficiently and speak clearly and distinctly enough to communicate effectively with others in person and on the telephone; maneuver around high, narrow or crowded spaces.

**Lifting Requirements:**

Employees assigned to this classification must regularly lift, carry and/or move objects weighing up to 75 pounds.

**Vision Requirements:**

Ability to see clearly at 20 inches or less; adjust the eye to bring an object into sharp focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Position Environment:**

The work assigned to this classification is typically performed in an indoor and outdoor environment. The



work environment is noisy when power equipment is in operation.

**Exposures, Risks and Hazards:**

While performing the duties of this classification, the employee is regularly exposed to vehicle traffic when driving to other District locations to conduct work, adverse weather conditions, working in confined spaces and dust or other airborne particles.

Adopted by the Governing Board: 06/17/14

Updated 12/09/14



**APPLICATION PROCEDURE:** Official application forms and related materials must be correctly completed and submitted on [www.edjoin.org](http://www.edjoin.org) no later than the deadline time and date listed on the front of this bulletin. If the minimum requirements are specific and your experience is general, include a breakdown of functions. If you have volunteer experience you wish to have considered, include it, giving as much information about it as you can. **YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY INDICATES THAT THE MINIMUM REQUIREMENTS FOR THE POSITION ARE MET.** The information you give will be subject to being accepted or rejected. If you appear to be among those most qualified, you will be invited to take the examination(s). You will be notified in advance of the time and place of examination.

**EXAMINATION:** Applicants must successfully complete each part of the examination process in order to be considered further. Persons invited to participate in the examination process must bring with them some type of identification card bearing their photograph and signature.

**TUBERCULOSIS TEST OR CHEST X-RAY:** Before being employed and beginning work for the Newhall School District, you will be required to file evidence of having had a tuberculosis Mantoux examination (intradermal skin test) with a negative result, within the past 60 days, or submit a tuberculosis risk assessment. Medically verified positive skin test results require a chest x-ray. The risk assessment questionnaire shall be administered by a health care provider, which shall be specified on the questionnaire.

**AUTHORIZATION TO WORK REQUIREMENTS:** Due to the Immigration Reform and Control Act of 1986, ALL employees must provide this district with one of the following: 1) United States passport, 2) certificate of United States citizenship, 3) certification of naturalization, 4) unexpired foreign passport with a valid endorsement of the Attorney General authorizing the individual's employment in the United States, 5) Resident Alien Card which includes a photograph (or other personal identifying information) and an authorization for employment in the United States, or, 6) certificate of birth in the United States.

**OTHER REQUIREMENTS:** State law requires all of our employees to swear or affirm allegiance to the United States and the State of California and to be fingerprinted for the purpose of a confidential background investigation. The Human Resources Department may obtain confidential references from former employers. Employees are required to belong to the Public Employees' Retirement System, if employed for a period of four (4) hours per day or more, for which the district makes contributions equal to or greater than those deducted from the employee's pay. Membership in the Social Security System is also required. A physical examination, at district expense, may also be a pre-employment requirement.

**SALARY INFORMATION:** Advanced placement on the Classified Salary Schedule, up to Step F, may be allowed at the time of employment. To qualify for advanced placement, the prior qualifying employment must be completely disclosed in the application paperwork and properly verified in writing at the time of employment. This written verification must be on official stationery of the prior employer and must specifically state the position held, a description of duties, and length of time employed.

Detailed job descriptions of all classified positions are available upon request.

We reserve the right to reopen this position, re-advertise or delay filling the position.

**WE ARE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**