

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

POSITION TITLE: MAINTENANCE III

DEFINITION: Under the direction of the Maintenance/Grounds Foreman, perform a variety of skilled and semi-skilled work in the construction, maintenance and repair of school buildings, grounds, and equipment. The class of Maintenance III is distinguished from the class of Maintenance II primarily by the higher degree of skill required in performing assigned work and the high degree of independence exercised in performing these duties. The work normally requires the use of journeyman's tools, and a journeyman's level of skill in at least one field. Act as Foreman in absence of Maintenance Foreman.

ESSENTIAL FUNCTIONS: Duties may include, but are not limited to, the following:

Carpentry:

- Build or repair walls, partitions and miscellaneous wood structures.
- Repair and refinish all types of furniture.
- Operate and maintain woodworking machines such as table saws, radial saws, planes, drill presses, etc.
- Apply Formica to desk tops and counters.
- Understand and repair lock and security systems.

Plumbing:

- Repair or replace toilets, urinals.
- Do pipefitting for water, steam, or gas, using iron pipe or copper pipe and tubing.
- Have experience and ability to use power equipment to clear and clean drainage systems.

Electricity:

- Install or repair electric service up to 115v for lighting and motor equipment.
- Repair or replace light fixtures.
- Install or replace electric motors.
- Repair or replace electric controls on heating systems such as aquastats, thermostats, operating and limit controls, low water cut off, and other safety switches.
- Maintain and repair motorized heat control valves.
- Replace or install time clocks.

Painting:

- Use brush roller or mechanical spray equipment to apply oil, latex base or enamel paint or to wood, metal, wallboard, stucco and other materials.
- Refinish furniture and cabinets.
- Responds to emergencies quickly and calmly and make appropriate decisions.
- Work with grounds and custodial personnel as appropriate in the performance of specific tasks.
- Use picks and shovels to dig trenches for underground wiring and pipelines.
- Repairs and/or installs new door locks when necessary.
- Other duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Methods, techniques and tools used in building repair.
- Methods, techniques and tools used in painting.
- Methods, techniques, and tools used in the installation and maintenance of electrical circuits, wiring and systems.

POSITION TITLE: MAINTENANCE III, *Continued*

- Methods, techniques and tools used in HVAC maintenance.
- Qualities of various maintenance materials and their adaptability and usage in specific situations.

Ability to:

- Skillfully and safely operate building trade equipment.
- Work from oral or written instructions and diagrams.
- Develop and maintain cooperative working relations with those contacted in the course of work.
- Work well independently and as part of a team.

PHYSICAL REQUIREMENTS: of this position are, but not limited to the following:

Ability to:

- Sit for extended periods of time.
- Stand in one area for extended periods of time.
- Stand and walk for extended periods of time.
- Ascend and descend steps.
- See, for purposes of reading work orders, diagrams, labels and other printed material.
- Hear and understand speech at normal levels.
- Communicate so others will be able to clearly understand normal conversation.
- Communicate using the telephone and radio.
- Push/pull, squat, turn, twist, bend, and stoop.
- Reach in all directions.
- Operate hand tools, mechanical equipment and power tools, as well as District vehicles, with safety and dexterity.
- Lift and carry up to 40 lbs. and to occasionally lift and carry equipment and supplies weighing up to 80 lbs.
- Think clearly and rationally to solve problems, make good judgments and decisions.
- Perform the essential functions of this position in an accurate, neat, and timely fashion.
- Ability to meet the travel requirements of this position.

WORKING CONDITIONS:

Outdoor and indoor working environments subject to bending, crouching, and kneeling in confined spaces such as attics and sub-floor areas; pushing/pulling of equipment and tools; reaching in all directions; long periods of standing/walking, and, with appropriate safety equipment, working with potentially hazardous materials/equipment, solvents, paints, grease, oil, and other chemicals.

LICENSE AND CERTIFICATES:

- Possession of a valid California Driver's license.
- Valid CPR/First Aid Certificate desirable.

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans With Disabilities Act regarding reasonable accommodation procedures.