

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT**  
**JOB DESCRIPTION**

**POSITION TITLE: MAINTENANCE III**

**DEFINITION:** Under the direction of the Director of Facilities and Transportation, 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 ability to positively supervise and direct the work of others in addition to 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. Carries out the assignment plans of the Director of Facilities and Transportation in his/her absence.

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

- Report to the Director Facilities and Transportation on the progression of assigned projects performed by both maintenance staff and outside vendors/contractors.

**Carpentry:**

- Build or repair walls, partitions and miscellaneous wood structures.
- Repair and refinish all types of furniture and cabinets.
- 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.
- 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.

**Heating and Air conditioning:**

- Clean, adjust and maintain heating and air conditioning units including filter replacements, checking pilot lights, etc.

**Grounds:**

- Confer with site staff regarding maintenance and grounds requirements
- Other duties as assigned.

**POSITION TITLE: MAINTENANCE III, *Continued***

**QUALIFICATIONS:**

**Knowledge of:**

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

**Ability to:**

- Effectively estimate the scope of work assignments and secure the necessary tools and materials to complete multiple assignments.
- 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.
- Positively supervise and direct the work of others.
- Respond to emergency situations in a timely manner.

***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.

**POSITION TITLE: MAINTENANCE III, *Continued***

**LICENSE AND CERTIFICATES:**

- Possession of a valid California Driver's license.
- Valid CPR/First Aid Certificate desirable.
- Certification or licensing in carpentry, plumbing, electrical, and HVAC is 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.

Adopted by the Board of Education: August 3, 1995 (ref. 5331)

Revised and Adopted : Dec.14, 2006, March 5, 2015