

JOB DESCRIPTION
Grossmont Union High School District

GENERAL MAINTENANCE WORKER

Purpose Statement:

The job of General Maintenance Worker is done for the purpose/s of maintaining facilities for students, staff, and public in a safe operating condition; maintaining a preventive maintenance program; and resolving immediate operational and/or safety concerns.

This job reports to Manager, Maintenance Services

Essential Functions

- Assembles furniture and equipment for the purpose of providing items in working condition.
- Assists in building items (e.g. counters, temporary partitions, etc.) for the purpose of modifying and/or adapting facilities to specific needs.
- Assists skilled maintenance workers as a helper in various skilled trades (e.g. carpentry, glazing, plastering, painting, plumbing, welding, heating, etc.) for the purpose of ensuring efficient and effective functioning of the work unit.
- Coordinates with administration and other trades for the purpose of completing projects/work orders efficiently.
- Inspects facilities, systems and their components for the purpose of identifying necessary repairs.
- Installs various items (e.g. backboards, serving lines, railings, fences, etc.) for the purpose of completing projects safely and within established time frames.
- Maintains tools and/or equipment for the purpose of ensuring the availability of equipment in safe operating condition.
- Prepares documentation for the purpose of providing written support and/or conveying information.
- Repairs various items, systems and/or components for the purpose of ensuring that items are available and in safe working condition.
- Responds to emergency situations for the purpose of resolving immediate safety concerns.
- Transports various items (e.g. tools, equipment, supplies, etc.) for the purpose of ensuring the availability of materials required at job site.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: none specified.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read and follow instructions; and understand multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: experience in two or more skilled trades

ABILITY is required to schedule activities, meetings, and/or events; collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with specific, job-related data; and utilize a variety of job-related equipment. In working with others, Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: none specified.

Responsibility

Responsibilities include: working with immediate supervision; providing information and/or advising others; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 15% sitting, 25% walking, and 60% standing. The job is performed under minimal temperature variations and a generally hazard free environment.

Experience Job related experience is required.

Education High School diploma or equivalent.

Required Testing

As required for position

Certificates & Licenses

Valid California Driver's License
Evidence of Insurability

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance
TB Clearance

FLSA Status

Non Exempt

Approval Date

6/15/2006

Salary Grade

Unit I 45