AMADOR COUNTY UNIFIED SCHOOL DISTRICT
MAINTENANCE WORKER IV

DEFINITION
Under direction of the Executive Director of Maintenance, Operations and Transportation, to assist in the scheduling, monitoring, and implementation of a comprehensive maintenance program; to make operational work assignments and set priorities; to perform skilled, journey-level maintenance trades work in the repair, maintenance, alteration and new construction of District buildings and equipment; and to perform related work as required.

CLASS CHARACTERISTICS
Characteristics for positions in this class include those of a Maintenance III with the addition of oversight for Maintenance II and III staff by making assignments, setting priorities and reviewing the work of subordinates.

EXAMPLES OF DUTIES
- Reviews work orders and assigns work to proper personnel;
- Obtains quotes and assists with the bid process on work to be performed by outside contractors;
- Schedules and directs preventative maintenance work for the District’s HVAC systems, plumbing, buildings and equipment;
- Evaluates and estimates costs of alterations and remodeling requests;
- Consults with site administrators and program managers regarding remodeling, repairs and maintenance (non-custodial) of buildings and equipment;
- Assesses and assigns daily work loads;
- Recommends selection of contractors and oversees work to be performed;
- Plan and administer maintenance programs for the district; provide for emergency repair services;
- Perform journey-level work as necessary.

LICENSE REQUIRED
Possession of a valid and appropriate California Driver’s License.

QUALIFICATIONS
Knowledge of:
- Methods, materials and equipment used in the building maintenance trades including but not limited to electrical, plumbing, locksmithing, painting, and HVAC;
- Building construction practices and laws governing the construction, maintenance, and repair of schools and public buildings;
- Principles of work planning and scheduling;
- Record keeping principles and practices;
- Shop math;
- Appropriate safety precautions and procedures;
- Applicable state, county, and city laws, codes, and regulations to fire, safety and maintenance operations;
- Oral and written communication skills;
- Planning, organization, and direction of broad scale maintenance and operations functions;
- Excellent work record including demonstrated dependability and ability to establish and maintain effective relations with other employees, students and the public;
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- Performs related duties as assigned.

**Ability to:**
- Plan, organize, schedule and review district maintenance work and projects;
- Prioritize and schedule work;
- Communicate effectively both orally and in writing;
- Estimate cost and repairs in construction work;
- Establish and maintain cooperative and effective working relationships with others;

**TRAINING AND EXPERIENCE**
High school diploma or equivalent; and

Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above and the ability to perform the duties of the position. A typical qualifying entrance background is journey-level experience performing specialized maintenance work in one or more of the commonly accepted trades; or

Experience at or equivalent to the level of Maintenance Worker III in the Amador County Unified School District, from which the incumbent has acquired the knowledge and abilities listed above.

**PHYSICAL DEMANDS AND WORKING CONDITIONS**
This position requires the prospective employee to pass a pre-employment physical.

**Physical Requirements**

**MAINTENANCE WORKER**
1. Employee lifts/carries 115 pounds occasionally (less than 33% of the time).
2. Employee lifts/carries 50 pounds frequently (34-66% of the time).
3. Employee lifts/carries 25 pounds constantly (67-100% of the time).
4. Employee's position requires pushing a maximum force of 94 pounds on objects.
5. Employee's position requires pulling a maximum force of 94 pounds on objects.

**Mobility:**
- Positions in this class require the mobility to stand, stoop, reach and bend.

**Vision:**
- Positions in this class require vision (which may be corrected) to read small print.

**Other Conditions:**
- Incumbents of positions in this class may be required to travel within and out of county boundaries in the course of work;
- Incumbents may be required to work with harsh or toxic substances;
- Incumbents may be required to wear protective apparel including goggles, face protectors, aprons, shoes and oxygen breathing apparatus.

**SALARY LEVEL**
Range 30 of the ACUSD Classified Salary Schedule.