

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.