



**CLASS TITLE: MAINTENANCE WORKER I  
UNIT 1**

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**BASIC FUNCTION:**

Under the direction of the Director, Maintenance, Operations, and Transportation, perform a variety of maintenance and repair duties of designated facilities, utilities and equipment; assist other maintenance personnel in the performance of a variety of duties related to the building trades.

**DISTINGUISHING CHARACTERISTICS:**

The Maintenance Worker I classification is the entry-level classification in the series. Incumbents work under close supervision and perform routine work in the maintenance, construction and repair of buildings, utilities and equipment. The Maintenance Worker II classification is the intermediate-level position in the series. Incumbents work independently and perform skilled journey-level duties in the maintenance and repair of assigned facilities, utilities and equipment including tasks in carpentry, electrical work, heating, ventilation and air conditioning (HVAC), construction, locksmithing, plumbing and painting. The Lead Maintenance Worker classification is the advanced-level position in the series. Incumbents work independently and perform skilled journey-level duties in HVAC and electrical work and/or plumbing as well as provide guidance, and training to maintenance personnel.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

Perform a variety of building maintenance and repair of designated facilities, utilities and equipment; assist in assuring a safe environment for students and staff.

Inspect school grounds and buildings for health and safety hazards; inspect and maintain fire exits as required.

Repair and refurbish cabinets, bookcases and a variety of classroom equipment; install and repair floor and ceiling tiles, repair roofs and shelving.

Assist in alterations, repairs and construction of articles and structures of wood such as partitions, counters, forms and fences.

Perform installation and replacement of glass in facilities and equipment; remove putty and broken glass from windows, doors, skylights, walls, cabinets, light fixtures and related materials; measure size of opening; cut and set new glass.

Alter, repair and replace window screens and frames; repair and replace window closures; mix and apply putty; assure secure and watertight installation.

Assist in installing and repairing electrical systems as assigned; install, maintain and replace light bulbs, wiring and fixtures.

Perform routine plumbing as directed; assist with installing, repairing and maintaining fixtures, toilets and sinks, including assistance with installing, replacing and repairing pipes; assisting with water line repairs; and unclogging drains.

Expedite routine maintenance requests; respond to emergency repair needs as requested.

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Operate and maintain a variety of maintenance equipment including a variety of hand and power tools.

Maintain routine records related to assigned activities.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Standard tools, equipment, materials, methods and techniques used in general construction, maintenance and repair.

Operation and proper maintenance of tools, equipment and machinery used in the building trades.

Basic preventive maintenance principles and practices.

Requirements of maintaining buildings in a safe, clean and orderly condition.

Appropriate safety precautions and procedures.

Oral and written communication skills.

Basic record-keeping techniques.

Proper lifting techniques.

**ABILITY TO:**

Perform a variety of routine maintenance, repair and construction duties in the maintenance of designated facilities, utilities and equipment.

Assist in assuring a safe environment for students and staff.

Assist other maintenance personnel in the performance of a variety of duties related to the building trades.

Operate a variety of assigned tools and equipment effectively and safely.

Communicate effectively both orally and in writing.

Learn and apply laws, rules, regulations involved in assigned maintenance activities.

Understand and follow oral and written directions.

Observe health and safety regulations.

Meet schedules and time lines.

Maintain routine records.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and two years performing a variety of maintenance work in one or more of the building maintenance trades.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor work environment.

Regular exposure to fumes, dust and odors.

Seasonal heat and cold or adverse weather conditions.



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**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate specialized equipment and tools.  
Standing for extended periods of time.  
Seeing to perform maintenance work.  
Hearing and speaking to exchange information.  
Lifting, carrying, pushing or pulling heavy objects as assigned by position.  
Bending at the waist, kneeling or crouching.  
Reaching overhead, above the shoulders and horizontally.  
Climbing ladders and working from heights.  
Heavy physical labor.

**HAZARDS:**

Working in a cramped or restrictive work chamber.  
Working around and with machinery having moving parts.  
Working on ladders.  
Chemical fumes.