

## GEYSERVILLE UNIFIED SCHOOL DISTRICT

### MAINTENANCE TECHNICIAN

Salary Classification: C17

#### **DEFINITION:**

Under the general supervision of the Supervisor of Maintenance and Operations and the coordination of site administrators, the Maintenance Technician performs cleaning, custodial, Emergency maintenance and plumbing, routine repair work to facilities and grounds throughout the District as required.

#### **ESSENTIAL FUNCTIONS:**

Knowledge and ability to perform electrical, carpentry, plumbing and mechanical repairs

Maintenance of Equipment

Skillful use of hand tools

Perform minor gardening and custodial work as needed or directed

Ability to drive a District owned vehicle

Maintain a Valid California Driver's License, clear driving record, and vehicle insurance

Effectively read, write and carry out verbal and written directions.

Lift 50 lbs. of weight.

Establish and maintain cooperative working relationships with those contacted in the course of work, relate positively to students and staff, and to project to the school community a positive image of the District.

Maintain confidentiality of school related information.

#### **EMPLOYMENT STANDARDS:**

##### **Knowledge of:**

Basic, general building and grounds maintenance, inventory, ordering and scheduling practices.

Modern methods of cleaning and preserving floors, walls and other elements of district buildings and facilities, and the safe and effective use and care of cleaning materials, disinfectants, tools and equipment used in custodial work.

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

Painting, minor repairs and emergency maintenance work, tools required for these purposes and their proper use.

Basic grounds keeping practices.

## **Maintenance Technician Job Description- Continued**

### **Ability to:**

Use cleaning materials and equipment with skill and efficiency.

Perform physical labor.

Work a flexible schedule; adjust to changes in scheduling and to accommodate the needs of emergency situations.

Use mechanical tools to perform minor repairs and adjustments.

### **EXPERINCE AND TRAINING:**

At least two years experience in custodial and/or maintenance work, preferably in schools Additional training or experience in one or more of the building trades is desirable.

### **EDUCATION:**

High School Diploma or equivalent

Additional training in the building or maintenance trades desirable.

### **DESIRABLE QUALIFICATIONS:**

Ability to communicate in Spanish

Additional training in the building or maintenance trades desirable.

### **EXAMPLES OF DUTIES AND RESPONSIBILTIES:**

#### **Duties and responsibilities may include, but are not limited to the following:**

Assists the Supervisor of Maintenance and Operations in the regular inspection of buildings to which assigned, performs emergency maintenance tasks, and performs minor repairs and other adjustments to building fixtures and equipment

Reports needed major repair work to the Supervisor of Maintenance and Operations or to the Site Manager on a regular basis.

Cleans assigned classrooms and offices daily, including necessary dusting, sweeping, vacuuming, mopping, emptying wastebaskets, cleaning blackboards, and orderly arrangement of desks

Periodically scrubs and waxes floors, cleans carpets, dusts and polishes furniture and fixtures, cleans windows, restores blackboards, or other periodic major cleaning of facilities.

Opens classrooms and offices and raises flags each morning, and lowers flags and locks classrooms, offices and all other doors and any other functions necessary to secure buildings for which he/she is responsible.

Cleans and sanitizes restrooms and maintains various restroom supplies, including paper towels, soap, tissue and other sanitary items.

Replaces light bulbs, adjusts shades and windows, adjusts and moves desks and other furniture, sets up rooms for special occasions and later restores them to their original order, as the need might arise or as directed.

### **Maintenance Technician Job Description- Continued**

Cleans lunchroom after each meal, washing tables, emptying trash, and performing necessary vacuuming or mopping tasks

Provides assistance to the food service program, transporting meals and food service equipment, cleaning kitchen floors, unloading and assisting with the storage of food and other supplies

Performs special custodial work upon request of site administrators and supervisory personnel

Performs thorough cleaning of facilities in vacation periods and participates in major summer and extended vacation operational and maintenance programs.

Opens and closes classrooms and other school facilities for various community activities and services.

Maintains grounds and exterior of buildings as required

Loads or unloads food, supplies or equipment from trucks as directed.

Assists in the scheduling of, performs thorough cleaning of facilities in vacation periods, and participates in major summer and extended vacation operational and maintenance programs.

Projects a positive image of the District to the public and community

Performs other related duties as assigned.

**OTHER REQUIREMENTS:**

**Fingerprinting:** In accordance with AB 1610 & 1612, Chapter 452 & 840, all district employees must complete a fingerprint background clearance through the California Department of Justice prior to beginning work.

**TB Test:** Before being employed and beginning work for this District, you will be required to file evidence of having a tuberculosis examination (Intra-dermal skin test) with a negative result. Medically verified positive skin test results require a chest x-ray. You will be responsible for the cost of this test.

**Authorization to work:** As required by the Immigration Reform and Control Act of 1986, all persons who are offered employment must provide the District with documents that establish their identity and employment eligibility.

**Post Offer/ Pre-Employment Assessment (P.O.P.P.):** Employment in positions of custodial work, food services, and bus driving require applicants to take and successfully pass a Post Offer/ Pre-Employment physical with a medical office appointed by the District. The District will pay the cost of the P.O.P.P. test for eligible candidates.