



COVINA-VALLEY

UNIFIED SCHOOL DISTRICT

July 1989

BUILDING MAINTENANCE WORKER SERIES

CARPENTER

ELECTRICIAN

PLUMBER

PAINTER

REFRIGERATION & HEATING

WELDER

LOCKSMITH

GLAZIER

DEFINITION

Under general supervision to perform a variety of skilled building maintenance and trades work in the repair, maintenance, alteration and new construction of District buildings and facilities; and to perform other job related work as required.

DISTINGUISHING CHARACTERISTICS

This is a series of related classes responsible for the repair, maintenance and new construction of District buildings and facilities. Positions allocated to the classes of Building Maintenance Worker are characterized by the performance of skilled work in one of the specialized building trades listed below. Incumbents may also occasionally perform duties in other crafts but their primary assignment is in the designated area identified by their class title. A Building Maintenance Worker performs independently, may work as part of a crew and may assist other District staff on major projects. Each incumbent also assists as needed in the ordering of required materials; making time, materials and cost estimates for jobs; maintaining production records; and may oversee jobs in their specialty area assigned to other workers.

SPECIAL REQUIREMENT

Possession of the category of valid California driver's license required to meet performance requirements of the position as determined by the State Department of Motor Vehicles rules.

EXAMPLES OF DUTIES

Carpentry:

Alters, repairs or constructs articles and structures of wood, such as partitions, counters, office furniture, doors and window frames; repairs door closures and adjusts doors; makes and repairs furniture and wooden fixtures, performing mill and cabinet work; operates lathes, shapers, planers, joiners, bandsaws and other woodworking tools; designs, lays out, cuts, assembles, finishes and installs cabinets; maintains and repairs woodwork of buildings; repairs roofs and ceilings; installs acoustical tile on ceilings and walls; lays and replaces floor tile; fits doors, windows, sashes and screens; hangs doors and replaces locks; assembles and installs counter tops; remodels rooms and installs partitions; may stain, paint and finish woodwork; maintains tools and equipment; interprets and works from plans, diagrams and blueprints; maintains records of work performed and materials used and submits required reports; requisitions materials and supplies; may assist other staff in all of the above duties.

Electrical:

Inspects, repairs, services and maintains electrical and lighting systems, including conduit, light and power circuits, motor appliances, generators, breaker panels, fixtures and clocks; installs necessary interior and exterior wiring for equipment and appliances; wires new and altered buildings; performs troubleshooting work to locate defects in electrical systems; replaces fuses, cords and sockets; installs, tests and maintains intercommunication systems;

Building Maintenance Worker Series - 2

interprets electrical plans and specifications and checks for conformity with codes, regulations and safety orders; may perform welding and brazing work; keeps material cost records; prepares schematic drawings; estimates time and material costs of projects; orders materials and supplies; may assist other staff in all of the above duties.

Plumbing:

Installs, maintains and repairs plumbing systems and fixtures; repairs and replaces pipes, faucets, drains, sinks, valves, fittings and fixtures; cuts and threads pipe; cleans out drains and obstructions from water and sewage systems; replaces and repairs valves; repairs hot water heaters, circulating pumps, dishwashers, water softeners, garbage disposals, pressure cookers and other cafeteria equipment; repairs flush valves; interprets, corrects and works from sketches, blueprints and diagrams; maintains records of work performed and materials used and submits required reports; maintains necessary inventory and requisitions materials and supplies; may assist other staff in all of the above duties.

Painting and Graffiti Removal:

Uses brush, roller or spray gun in applying paint, varnish, shellac, enamel, lacquer or other protective or decorative finishes to various interior and exterior surfaces, such as wood, metal, glass, plaster, stucco, wall board, brick and cement; scrapes, sands, patches, fills or in other manner prepares surfaces for painting or repainting; applies under and finish coats; mixes paints or uses standard pre-mix colors; performs a variety of painting duties related to the carrying out of the District graffiti removal program; erects, rigs or moves scaffolding and platforms; operates sanders, grinders, compressors, spray machines, sandblaster, brushes, rollers, generator and related painting equipment; cleans brushes, tools and other equipment; estimates amount of materials and labor required for painting jobs; orders and picks up paint and related materials; maintains records and prepares required reports; may assist other staff in all of the above duties.

Heating, Air Conditioning and Ventilation:

Repairs, services and maintains heating and ventilating equipment such as boilers, hot water and gas heaters, circulating and sump pumps, air compressors, electric motors, exhaust and circulating fans and other related equipment; repairs, services and maintains refrigeration and air conditioning equipment; replaces worn parts such as belts, expansion valves and controls; interprets plans and specifications; maintains records of work performed and materials used; submits required reports; maintains necessary inventory of parts and supplies and requisitions materials as needed; may assist other staff in all of the above duties.

Glazier:

Replaces and repairs glass, plexiglass, mirrors and other similar materials on buildings, walls and other structures; marks outlines or pattern of materials; cuts or breaks off materials to fit required pattern; fastens material into sash with appropriate fastening items; attaches hardware to doors and windows; fits material into frame and fits hinges; assists other staff as necessary; performs auxiliary assignments such as inspecting and maintaining fire extinguishers; interprets plans and specifications; maintains records of work performed and materials used; submits required reports; maintains necessary inventory of parts and supplies and requisitions materials as needed; may assist other staff in all of the above duties.

Locksmith:

Installs and repairs locks and related equipment; changes lock combinations; opens and removes locks; operates various key-cutting machines to make new or duplicate keys; disassembles padlocks, door and safe locks, or other type locking items; repairs and replaces tumblers, springs and other parts; maintains files, master keys and security of duplicate keys; repairs and adjusts other building hardware such as panic bars, latches, door closers, door checks and window hardware; repairs and replaces door jambs; maintains spare parts inventory of lock parts, door and window hardware; submits required reports; may assist other staff in all of the above duties.

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Welder:

Fabricates metal parts and repairs equipment such as lockers, fences, gates, trailer hitches, workbenches, grills, classroom and athletic equipment, metal furniture parts, scaffolds, carts and play equipment; cuts shapes, assembles and welds steel and other materials; works from blueprints, rough sketches, or oral and written descriptions; uses both electric and acetylene welding equipment; interprets plans and specifications; maintains records of work performed and materials used; submits required reports; maintains necessary inventory of parts and supplies and requisitions materials as needed; may assist other staff in all of the above duties.

DESIRABLE QUALIFICATIONS

Knowledge of:

Standard methods, materials and equipment used in one or more of the building trades listed above;
Applicable building codes, regulations, safety orders and ordinances;
Safe work practices pertinent to trade;
Recordkeeping principles and practices;
Methods and practices in estimating time and materials.

Ability to:

Perform skilled work in one or more of the building trades listed above;
Assist other skilled staff on work projects and assignments;
Use the required tools and equipment effectively and safely;
Work from basic sketches, drawings and blueprints;
Understand and carry out oral and written directions;
Estimate time and material requirements of basic projects and assignments;
Maintain accurate records;
Establish and maintain cooperative working relationships with others;
Read and write at the level required for successful job performance.

Training and Experience:

Any combination of training and experience which would provide the required knowledges and abilities is qualifying. A typical way to obtain these knowledges and abilities would be:

Four years of experience performing skilled work in one or more of the building trades described above, including completion of an apprenticeship or equivalent evidence of skilled status.

These positions will be paid on the appropriate step of their respective part of the Classified salary schedule:

Building Maintenance Worker/Welder

- Range 159
- 12 months

Building Maintenance Worker/Carpenter

Building Maintenance Worker/Glazier

Building Maintenance Worker/Locksmith

Building Maintenance Worker/Painter

- Range 163
- 12 months

Building Maintenance Worker/Electrician

Building Maintenance Worker/Plumber

- Range 166
- 12 months

Building Maintenance Worker/Refrig. & Heater

- Range 167
- 12 months