



# COVINA-VALLEY

## UNIFIED SCHOOL DISTRICT

July 1989

### MAINTENANCE WORKER I

#### DEFINITION

Under general supervision, to perform a variety of maintenance, painting and repair work on District buildings, facilities, grounds and equipment; and to perform other job related work as required.

#### DISTINGUISHING CHARACTERISTICS

The Maintenance Worker I performs basic maintenance and repair duties in accordance with well defined tasks and responsibilities. Incumbents usually follow specific instructions and schedules; often work under the direction of another employee and only occasionally operate specialized and power equipment.

#### EXAMPLES OF DUTIES

Uses a variety of hand and power tools to collect and dispose of waste materials and garden refuse; uses hand and power tools to sand and finish floors and furniture; repairs and finishes roofs, tables, chairs, bleachers, fences and playground equipment; excavates holes using picks and shovels; applies, tamps and rolls patching materials; assists in gardening related tasks; assists in making and installing cabinets, counters, partitions, building frames and other wooden structures; threads gas and water pipes; installs, repairs and replaces frame and plaster structures; cuts and installs window glass; makes minor fixture installations; makes minor repairs to air conditioning/refrigeration units; drives light trucks to deliver equipment, supplies and personnel; mixes concrete; may paint equipment and buildings; maintains and cleans tools, equipment and work areas; makes emergency repairs and adjustments to plumbing and electrical equipment and apparatus such as replacing broken pipes, clearing plugged drains, draining pipes, replacing washers and gaskets, replacing faucets, replacing sprinkler heads, replacing radiator valves, replacing fuses, fixtures, sockets, drop cords and switches; makes minor wiring repairs including taping exposed wiring; may oversee one or more seasonal or part-time helpers in the performance of the above duties and may supervise a work crew on basic maintenance assignments; maintains basic records of materials used and work performed.

#### 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.

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### DESIRABLE QUALIFICATIONS

#### Knowledge of:

Basic operations, materials, equipment, tools and terminology used in the building trades and building and maintenance work;  
Methods and procedures used in the effective maintenance and repair of various types of buildings and structures;  
Basic safe work practices and principles as applied to building construction, maintenance and the building trades;  
Basic recordkeeping practices.

#### Ability to:

Perform work in one or more of the craft areas described above;  
Perform heavy manual labor;  
Make minor repairs to various types of structures and equipment;  
Use the required tools and equipment skillfully and safely;  
Operate motor vehicles safely and in accordance with traffic laws;  
Understand and follow written and oral directions;  
Prepare basic reports and records;  
Act as leadworker and effectively supervise the work of helpers on a small crew;  
Establish and maintain cooperative working relationships with others;  
Read and write at the level required for successful job performance.

#### Training and Experience:

Some experience in the construction, building and maintenance trades described above are desirable.

This position will be paid on the appropriate step of the Classified salary schedule:

- Range 147
- 12 months