



# COVINA-VALLEY

## UNIFIED SCHOOL DISTRICT

July 1989

### MAINTENANCE WORKER II

#### DEFINITION

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

#### DISTINGUISHING CHARACTERISTICS

Positions allocated to the class of Maintenance Worker II are characterized by performance of semiskilled and skilled level work in one or more of the maintenance trades. In addition to the performance of substantial basic level duties, each position performs a variety of semiskilled work in a number of trade's areas; oversees the work of a crew on larger work projects; and often has primary responsibility for the operation of specialized equipment.

#### EXAMPLES OF DUTIES

##### Walkway and Related Maintenance:

Assists in excavation work, grading surfaces, loading materials and pruning trees; operates jackhammer for breaking out sections of asphalt and concrete; operates cement mixer for pouring and finishing concrete for walkway and sidewalk repairs; installs concrete block and bricks; operates paint sprayer for striping District walks and railings; operates small trucks and dump trucks in transporting materials and supplies to job locations; cleans storm drains and culverts; sweeps and washes down streets and gutters; picks up litter and debris; cleans and repairs water and sewer lines; operates a variety of hand and power tools and equipment; clears sewer lines using power plumbing snakes.

##### Carpentry:

Assists in the alteration, repair, or construction of articles and structures of wood, such as tables, chairs, partitions, counters, doors and window frames; repairs door closures and adjusts doors; makes and repairs furniture and wooden fixtures; 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; cuts and installs glass; 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, corrects and works from plans, diagrams and blueprints; maintains records of work performed and materials used and submits required reports; requisitions materials and supplies.

## Maintenance Worker II -page 2

### Electrical:

Assists in the inspection, repair, servicing, and maintenance of electrical and lighting systems, including conduit and duct systems, light and power circuits, motor appliances, generators, breaker panels, control equipment switches, switchboards, fans, heaters, fixtures, boilers and clocks; maintains and repairs heating and air conditioning equipment; operates a variety of tools and equipment; 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; keeps material and cost records; prepares schematic drawings; estimates time and material costs of projects; orders materials and supplies.

### Plumbing:

Assists in the installation, maintenance and repair of plumbing systems and fixtures; repairs and replaces pipes, valves, fittings and fixtures; cuts and threads pipe; cleans out drains and obstructions from water and sewage systems; replaces and repairs valves; maintains records of work performed and materials used and submits required reports; maintains necessary inventory of parts and requisitions materials and supplies.

### Painting:

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 concrete; 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; lays out, paints and installs signs; strips, sands, re-stains, refinishes and lacquers cabinets and furniture; erects, rigs or moves scaffolding and platforms; tapes drywall and hangs paper; 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.

### Heating, Air Conditioning and Ventilation:

Assists in the repair, servicing, and maintenance of 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; welds and plumbs as necessary; repairs, services and maintains refrigeration and air conditioning equipment; replaces worn parts

## Maintenance Worker II - page 3

such as belts, expansion valves and controls; maintains records of work performed and materials used; submits required reports; maintains necessary inventory of parts and supplies and requisitions materials as needed.

### SPECIAL REQUIREMENTS

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.

### DESIRABLE QUALIFICATIONS

#### Knowledge of:

Standard methods, materials and equipment used in one or more of the trades listed above  
Applicable building codes and ordinances;  
Safe work practices;  
Recordkeeping principles and practices

#### Ability to:

Perform skilled level work in one or more of the trades listed above  
Perform a variety of semiskilled maintenance work, independently or as part of a crew  
Use the required tools and equipment skillfully and safely  
Work from sketches and blueprints  
Understand and carry out oral and written directions  
Estimate time and material requirements of specific 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 likely provide the required knowledges and abilities, is qualifying. A typical way to obtain these knowledges and abilities would be:

Two years of experience performing semiskilled work in one or more of the trades described above.

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

- Range 155
- 12 months