



COVINA-VALLEY

UNIFIED SCHOOL DISTRICT

August 1998

SENIOR MAINTENANCE WORKER

Under direction, to have charge of a group of maintenance workers; to assign, instruct, evaluate and oversee the work; to perform a variety of the more difficult and skilled maintenance work; and to perform other job related work as required.

DISTINGUISHING CHARACTERISTICS

The position allocated to this class is distinguished by the assigned responsibility for assisting in the direction, supervision and work of District maintenance workers engaged in District-wide maintenance activities. Lead responsibility over other District personnel is assigned on a continuous basis to this class and the incumbent is expected to perform or demonstrate the more difficult or complex tasks and independently carry out work assignments to completion. The incumbent may assist in work planning, purchasing, record-keeping, report preparation and employee selection activities.

EXAMPLES OF DUTIES

Independently performs a variety of unskilled and semiskilled electrical, grounds, painting, plumbing, carpentry and general repair tasks in the construction and maintenance of District facilities; inspects electrical systems including conduits, light and power circuits, motor appliances, generators and other electric equipment; makes repair on and/or installs electrical motors, controls, heaters, fans and other electric equipment; installs interior and exterior wiring in new and/or altered buildings; performs trouble-shooting to locate defects in electrical systems; estimates time and material costs of projects; orders materials and supplies; responds to emergency calls; performs a wide variety of repair and maintenance work according to District needs; may operate special tools or test equipment.

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:

- Uses and purposes of various tools and equipment employed in basic repair and maintenance work;
- Electrical systems and controls;
- Electrical wiring;
- Safety precautions and practices necessary in working with hand tools and mechanical equipment -Test equipment.

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Ability to:

Perform independently a variety of skilled and semi-skilled work in construction, repair and maintenance tasks;
Operate effectively a variety of test equipment;
Use hand and power tools;
Read blue prints and schematics;
Perform strenuous manual labor;
Read and write at the level required for successful job performance;
Follow written and oral instructions;
Oversee the completion of tasks and projects involving other personnel; -
Works cooperatively with others.

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 duties comparable to those of a Maintenance Worker III in the Covina-Valley Unified School District.

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

- Range 166
- 12 months