



# RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED

## MAINTENANCE WORKER III

### DEFINITION:

Under the direction of an assigned Administrator or Supervisor, perform journey-level skilled construction, maintenance and repair functions and activities in one or more maintenance trade areas; performs semi-skilled functions in non-journey level trade areas; perform other job-related duties as assigned and/or required.

### DISTINGUISHING CHARACTERISTICS:

The Maintenance Worker III classification is the advanced-level classification in the series. Incumbents work independently and perform skilled and semi-skilled duties in the maintenance and repair of assigned facilities, utilities and equipment including tasks in electrical work, construction, painting, and plumbing. The Maintenance Worker II classification is the journey-level classification in the series and is responsible for performing unskilled to semi-skilled maintenance, construction and repair duties. Incumbents work under general supervision in support of projects in various building trades. The Maintenance Worker I classification is the entry-level classification in the series. Incumbents work under close supervision and perform unskilled work in the general maintenance, construction and repair of buildings, utilities and equipment and assist other maintenance personnel in semi-skilled or skilled maintenance work.

### ESSENTIAL DUTIES:

- Perform a variety of semi-skilled and journey-level skilled duties in the maintenance and repair of designated facilities, utilities and equipment including, construction, plumbing, painting, locksmithing, carpentry and welding; assist in electrical work and HVAC, respond to work orders and organizational needs in a timely and efficient manner.
- Perform alteration, repair and maintenance of various wood structures, utilizing hand tools and woodworking equipment.
- Prepare or assist in the preparation of wood, metal, stucco, drywall, plaster and structural roofing maintenance and repair.
- Assist with the maintenance and repair of electrical systems as assigned; install, maintain and replace light bulbs, wiring and fixtures as appropriate.
- Perform and/or assist in the preparation of concrete and asphalt surfaces, including the measuring of sighting in surfaces, setting forms, pouring and rough and smooth surfaces finishes.
- Applies paint, varnish, enamel, lacquer and other protective and decorative finishes.
- Perform or assist in laying tile, linoleum and other surfaces.
- Perform preventive maintenance on equipment and utilities including replacing and servicing parts and components; troubleshoot, repair, clean or replace, valves, coils, belts and motors.
- Assist with general plumbing repairs as directed; assist with installing, repairing and maintaining fixtures, toilets and sinks; install, replace and repair pipes; unclog drains and repair leaks.
- Assist with, installation, maintenance and repair of electrical equipment, electrical controls and lighting systems.

- Assist in performing a variety of functions pertaining to installation, maintenance and repair of air conditioning, heating and ventilation systems.
- Repair and replace pipes, valves, fittings and other fixtures pertaining to water, gas and low-pressure boiler systems.
- Assist in the installation, maintenance and repair of electronic equipment and various systems, such as clocks, scoreboards, intrusion alarms and other electronic devices.
- Expedite general maintenance requests; respond to emergency repair needs as requested.
- Assist with the maintenance of buildings; remove graffiti as needed; perform roof and gutter maintenance and repairs as requested.
- Install TV monitors, projectors, white boards, signs and banners; replace batteries.
- Assemble, move and arrange furniture and other equipment as requested.
- Plan, organize, lay out assigned tasks; estimate material and labor cost.
- Maintain various records, including preventative maintenance records.
- Operate a variety of equipment including welders, meters, tractors, power saws, lifts, jackhammers, mixers and various hand and power tools.
- Train, coordinate and direct the work of others.
- Drive a service vehicle to and from work sites.
- Perform other job-related duties as assigned and/or as required.

## **KNOWLEDGE AND ABILITIES:**

### KNOWLEDGE OF:

- General tools, equipment, materials, methods and techniques used in the building maintenance trades including construction, maintenance and repair activities.
- Materials, equipment, procedures, and tools used in performing skilled journeymen level, and semi-skilled construction, maintenance and repair tasks.
- Basic preventive construction maintenance and repair principles and practices.
- Building code requirement, policies, regulations and guidelines pertaining to school district facility and equipment.
- Basic metal properties, heat treatment, straightening techniques and metal fabrication methods and procedures.
- Requirements of maintaining buildings and equipment in a safe, clean and orderly condition.
- Oral and written communication skills.
- Recordkeeping techniques.
- Safe working methods and procedures.

### ABILITY TO:

- Skillfully perform construction, maintenance and repair tasks at the skilled journeyman level in one or more of the maintenance trade areas.
- Maintain, repair or replace a variety of parts, components and equipment.
- Plan, organize and lay out construction, maintenance and repair functions.
- Accurately estimate labor and material costs.
- Work from diagrams, blueprints, shop drawing sketches and schematics.
- Maintain simple records and prepare complete and concise reports.
- Assist other maintenance personnel in the performance of a variety of duties related to the building trades.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships.
- Operate a variety of assigned tools and equipment effectively and safely.
- Work independently with little direction.

- Communicate effectively both orally and in writing.

## **EDUCATION AND EXPERIENCE:**

### EDUCATION:

Verification of a High School diploma, a GED certificate, or a higher degree.

### EXPERIENCE:

Two years of experience at the journey level in one or more maintenance trade areas. Recent job-related experience within the last five years is required.

## **LICENSES, CERTIFICATIONS AND REQUIREMENTS:**

- Verification of a valid California Motor Vehicle Operator's license.
- Insurability by the District's liability insurance carrier may be required.

## **PREFERRED QUALIFICATIONS:**

Supplemental course work or training in one or more of the maintenance craft areas is preferred, but not required.

## **WORKING CONDITIONS:**

### ENVIRONMENT:

Indoor and outdoor work environment.

### PHYSICAL ELEMENTS:

The physical requirements indicated below are examples of the physical aspects that the position classification must perform in carrying out essential job functions:

- Will frequently exert 50 to 75 pounds of force to lift, carry, push, pull or otherwise move objects.
- Will involve walking or standing for extended periods of time, will occasionally involve ascending and descending ladders, stairs, scaffolding and ramps.
- Must possess the ability to hear and perceive the nature of sound.
- Must possess visual acuity and depth perception.
- Must be able to provide oral information, both in person and over the telephone and other electronic communication devices.
- Must possess the manual dexterity to operate hand tools and related equipment and to handle and work with various materials and objects.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

### POTENTIAL HAZARDS:

Working around and with machinery having moving parts. Working at heights. Exposure to excessive noise, fumes, dust and odors. High voltage, wet and slippery surfaces. Exposure to hot, cold, wet, humid or windy conditions caused by weather.

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