

**Job Summary:**

The job of Maintenance Worker 1 is done for the purpose/s of maintaining facilities in safe operating condition; maintaining a preventative maintenance program; and resolving immediate operational and/or safety concerns.

**Essential Functions:**

- ▶ Adjusts desks and other furniture for the purpose of ensuring an orderly work environment.
- ▶ Arranges furniture and equipment for the purpose of providing adequate preparation for meetings, classroom activities and events.
- ▶ Assists in the care and cleaning of kitchens and cafeteria (if appropriate) for the purpose of ensuring the cleanliness and sanitation of the work environment.
- ▶ Cleans school facilities (i.e., classrooms, offices, multipurpose rooms, grounds, restrooms) for the purpose of maintaining a sanitary, safe and attractive environment.
- ▶ Constructs special equipment for the purpose of employee or teacher usage.
- ▶ Dusts/polishes furniture, woodwork and metal for the purpose of ensuring that a clean, well-maintained environment is maintained.
- ▶ Operates/maintains machinery (i.e., movers, edgers, sprayers, hedge trimmers, blowers, vacuums, floor polishers, carpet shampooers, trucks, tractors, fork lift) for the purpose of maintaining a safe, clean and attractive work environment.
- ▶ Orders supplies as needed for the purpose of ensuring all supply needs are met and maintained in an orderly manner.
- ▶ Secures facilities and grounds for the purpose of minimizing property damage, loss and liability and ensuring safety at the work site.
- ▶ Sweeps/scrubs/mops/waxes/finishes floors for the purpose of ensuring clean, well-maintained walking surfaces.
- ▶ Vacuums rugs, carpets and furniture for the purpose of ensuring a clean, well-maintained environment.
- ▶ Washes windows and walls for the purpose of ensuring a clean, well-maintained environment.
- ▶ Assembles furniture and equipment for the purpose of rendering it available for use by staff.
- ▶ Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- ▶ Loads/unloads various items, e.g., furniture, equipment, supplies, etc. for the purpose of distributing the shipment to assigned locations and/or individuals.
- ▶ Makes minor repairs for the purpose of maintaining furniture, machines, equipment, grounds and buildings in good working order.
- ▶ Monitors fire extinguishers for the purpose of meeting fire department regulations.
- ▶ Monitors thermostats for the purpose of maintaining a comfortable work environment.
- ▶ Prepares documents such as the materials safety data sheet (MSDS) for the purpose of meeting safety requirements.
- ▶ Prepares/paints various surfaces for the purpose of maintaining facilities in a safe, comfortable and operating condition.
- ▶ Receives complaints and problems of a maintenance and operations nature for the purpose of solving them if possible or referring them to the director of Maintenance and Operations.
- ▶ Repairs lighting systems for the purpose of maintaining office lighting.
- ▶ Responds to emergency situations, i.e., facility damage, tripped alarms, roof leaks, etc. for the purpose of resolving immediate safety concerns.

**Skills, Knowledge and/or Abilities Required:**

- ▶ **Skills to:**
  - ensure the cleanliness, safety and security of the building and grounds;
  - use cleaning agents, supplies and equipment;
  - perform basic math to calculate accurate dilution of cleaning agents;
  - operate hand and power tools;
- ▶ **Knowledge of:**
  - methods and use of cleaning materials, tools and equipment and standards for the safe use of equipment;
  - materials, equipment and supplies related to cleaning;
  - safety practices;
- ▶ **Ability to:**
  - manage time effectively;
  - establish a work routine;
  - lift a minimum of 40 lbs.;
  - perform physical labor for up to eight hours;
  - stand for long periods of time;
  - follow oral and written directions;
  - adjust to flexible assignments often with short notice;
  - communicate with students, staff and the public;
  - adhere to safe work practices;
  - work independently with minimal supervision;
  - work overtime with additional compensation.

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget. There is some opportunity to impact the Organization's services. The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 5% sitting, 80% walking, and 15% standing. The job is performed under minimal temperature variations and a generally hazard free environment.

**Experience Required:**

- ▶ Job related experience is desired.

**Education Required:**

- ▶ High school diploma or equivalent.

**Certificates, Licenses, Clearances, Testing and/or Bonding Required:**

- ▶ Valid California driver's license and proof of automobile insurance.
- ▶ Valid certificate to operate a forklift.
- ▶ Department of Justice and FBI Fingerprint Response.

**FLSA Status:** Non-exempt

October 2006

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

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- ▶ Cleans school facilities (i.e., classrooms, offices, multipurpose rooms, grounds, restrooms) for the purpose of maintaining a sanitary, safe and attractive environment.
- ▶ Constructs special equipment for the purpose of employee or teacher usage.
- ▶ Dusts/polishes furniture, woodwork and metal for the purpose of ensuring that a clean, well-maintained environment is maintained.
- ▶ Operates/maintains machinery (i.e., movers, edgers, sprayers, hedge trimmers, blowers, vacuums, floor polishers, carpet shampooers, trucks, tractors, fork lift) for the purpose of maintaining a safe, clean and attractive work environment.
- ▶ Orders supplies as needed for the purpose of ensuring all supply needs are met and maintained in an orderly manner.
- ▶ Secures facilities and grounds for the purpose of minimizing property damage, loss and liability and ensuring safety at the work site.
- ▶ Sweeps/scrubs/mops/waxes/finishes floors for the purpose of ensuring clean, well-maintained walking surfaces.
- ▶ Vacuums rugs, carpets and furniture for the purpose of ensuring a clean, well-maintained environment.
- ▶ Washes windows and walls for the purpose of ensuring a clean, well-maintained environment.
- ▶ Assembles furniture and equipment for the purpose of rendering it available for use by staff.
- ▶ Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- ▶ Loads/unloads various items, e.g., furniture, equipment, supplies, etc. for the purpose of distributing the shipment to assigned locations and/or individuals.
- ▶ Makes minor repairs for the purpose of maintaining furniture, machines, equipment, grounds and buildings in good working order.
- ▶ Monitors fire extinguishers for the purpose of meeting fire department regulations.
- ▶ Monitors thermostats for the purpose of maintaining a comfortable work environment.
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**Skills, Knowledge and/or Abilities Required:**

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- ▶ **Knowledge of:**
  - methods and use of cleaning materials, tools and equipment and standards for the safe use of equipment;
  - materials, equipment and supplies related to cleaning;
  - safety practices;
- ▶ **Ability to:**
  - manage time effectively;
  - establish a work routine;
  - lift a minimum of 40 lbs.;
  - perform physical labor for up to eight hours;
  - stand for long periods of time;
  - follow oral and written directions;
  - adjust to flexible assignments often with short notice;
  - communicate with students, staff and the public;
  - adhere to safe work practices;
  - work independently with minimal supervision;
  - work overtime with additional compensation.

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget. There is some opportunity to impact the Organization's services. The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 5% sitting, 80% walking, and 15% standing. The job is performed under minimal temperature variations and a generally hazard free environment.

**Experience Required:**

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