

PLUMAS LAKE ELEMENTARY SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE: Maintenance/Mechanic
DEPARTMENT: Maintenance Department
FLSA: Non-Exempt
REVISED:

REPORTS TO: Director of FMOT
CLASSIFICATION: Classified
SALARY GRADE: 013
BOARD APPROVED:

BASIC FUNCTION:

Under general supervision to repair, overhaul, and maintain school buildings and grounds; other related duties may be assigned.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Performs mechanical work; repairs, and rebuilds to maintain buildings in an operating status;

Performs a variety of work involving plumbing, carpentry, electrical, mechanics, glazing, sheet metal, cement, and asphalt;

Cares for and maintains shop tools and equipment;

Maintains heating, venting, and air conditioning units;

Performs emergency field repairs;

Repairs equipment when necessary;

Maintains and services equipment as directed on buses, cars, trucks, and other motorized equipment.

Operates bus in the event of repair or emergency.

Other duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

High school diploma or equivalent plus specialized training in one or more of the following building trades (carpentry, painting, masonry, locksmith, electric, HVAC, plumbing, roofing, etc.) required. Journey level experience desired.

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LICENSES AND OTHER REQUIREMENTS:

Requires valid California Commercial License, medical examination card; valid California Special Driver Certificate with School Bus endorsements, valid ARC First Aid Certificate.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Requires a thorough knowledge of the principles, practices, methods, techniques, materials, tools, equipment, layouts and set-ups.

Requires a general knowledge of all building trades.

Requires the ability to access the overall condition of general maintenance, hand and power tools and equipment.

Must be thoroughly familiar with the safety orders of the Industrial Accident Commission.

ABILITY TO:

Requires the ability to perform all the essential duties with minimal supervision.

Must be able to use and maintain all power tools, equipment and vehicles used during routine performance of duties.

Requires the ability and initiative to independently develop methods and techniques in the interest of effectiveness and efficiency.

Must be able to understand and follow oral and written instructions, maintain routine records and interpret plans and specifications.

Must be able to maintain harmonious relations with the employees in other departments contacted during routine performance duties.

WORKING CONDITIONS:

ENVIRONMENT:

Work is performed in a variety of District facilities; some exposure to controlled and hazardous substances and chemicals; some contact with staff and the public.

PHYSICAL REQUIREMENTS:

Requires the ability to stand for extended periods of time, walk up to 400 yards and manipulate (lift, carry, move light to medium weight materials or equipment up to 75 pounds on a frequent basis, over 75 pounds on an occasional basis).

Climbs (e.g. ladders), stoops, kneels, and crouches on a regular basis. Requires sufficient hand-eye coordination, hand and finger dexterity including ability to grasp and visual acuity to operate specialized equipment and read technical (including blueprints) and safety information.