



---

# Job Description

---

**POSITION TITLE:** Maintenance Worker # 2250

**SALARY PLACEMENT:** Classified Salary Schedule  
Range M

---

**MINIMUM QUALIFICATIONS - EDUCATION AND/OR TRAINING:**

Equivalent of the completion of the twelfth grade. Possession of a valid California driver's license, Class III, and maintain a good driving record.

**DESIRABLE QUALIFICATIONS - EDUCATION AND/OR TRAINING:**

Methods, materials and equipment used in buildings and grounds maintenance.

**MINIMUM EXPERIENCE:**

Three years experience in building maintenance. Six months grounds keeping experience preferred.

**DESIRABLE EXPERIENCE:**

Experience working in a school district or county office of education

**CREDENTIALS AND/OR SKILLS AND ABILITIES:**

Ability to use materials and equipment and perform buildings and grounds maintenance work efficiently and safely; understand and carry out oral and written instructions; maintain cooperative relationships with those contacted in the course of work; relate positively to special education students. Be flexible and receptive to change.

**SUMMARY OF POSITION:**

Under general direction of management personnel, assists in maintaining facilities. Does related work as required.

**ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to:

1. Assists in physical plant maintenance and makes minor plumbing, electrical, carpentry, glazing and painting repairs; receive bids and prices for work to be completed; conducts job walks as required.
2. Assists staff with various projects and builds special equipment and program materials as needed.
3. Sets up facilities for events.
4. Assists in maintaining school motor vehicles.
5. Moves furniture, classroom supplies and equipment to designated locations.
6. Performs other maintenance tasks such as changing light bulbs, installing dead bolts, constructing partitions and air conditioning maintenance.
7. Assists in restoration and major cleaning of buildings and grounds during school vacation and in coordinating work activities of summer help.
8. Keeps equipment clean and in operating order.
9. Operates necessary machines, tools and equipment.
10. Performs related work as required.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the following ability:

1. Normal manual dexterity and eye-hand coordination required to operate power and motorized equipment using both hands.
2. Physical agility to frequently stop, kneel, bend, crouch, reach overhead, grasp, push, pull, lift and move objects up to 50 pounds shoulder height and occasionally lift in excess of 50 pounds with assistance.
3. Demonstrate normal depth perception.
4. Stand and walk for extended periods.
5. See and read printed matter, with or without visual aids, distinguish colors, read and understand rules and policies, labels and instructions.
6. Verbal communications including the ability to speak and hear at normal room levels.
7. Ability to use telephones and office equipment.

**WORK ENVIRONMENT:**

Work is performed in indoor and outdoor environments; exposure to dust oils, and cleaning chemical; may work on ladders or scaffolding, may work with exposure to moisture; some exposure to childhood and other diseases in a school environment, regular contact with SJCOE staff, district office staff, and the public.