

SAN CARLOS SCHOOL DISTRICT

GROUNDS MAINTENANCE I

BASIC FUNCTION:

Under the supervision of the Supervisor of Facilities and MOT, performs a variety of semi-skilled to skilled work in the alteration, maintenance and repair of District building facilities and systems. Works independently or as a member of a maintenance crew in performance of semi-skilled to skilled tasks in one or more trades.

ESSENTIAL DUTIES:

- Maintains, and repairs building fixtures and equipment including locks, windows, doors, screens, blinds, gutters, drains and shelving. Replaces light bulbs and fuses.
- Makes simple repairs to furniture, asphalt tile, acoustical tile, linoleum and carpet.
- Assist Maintenance Mechanic, Maintenance Carpenter/Painter and Grounds Maintenance II in various trade areas such as carpentry, painting, plumbing and HVAC. May be trained to focus on area of specialization and assigned basic projects in these areas.
- Performs a variety of building maintenance work including lubricating, regulating and repairing sewage and water systems, lines, and equipment.
- Assists in maintaining and repairing electrical lines, sockets, switches and fixtures.
- Assist in cleaning, inspecting and maintaining Ventilation and Heater systems.
- Assists in minor roof repairs, faucets, and toilets.
- Assists in painting buildings and equipment.
- Assists in the repair and maintenance of sidewalks, irrigation systems and equipment.
- Operates power tools.
- Assists with District related facility and event set-ups.
- Maintains required records and makes reports, Including reports on work completed and materials used.
- Performs preventive maintenance on the air conditioning and heating systems. Changes filters and greases and oils bearings, motors, and compressors.
- Is present on a daily basis to perform duties assigned.
- Performs related duties as assigned.
- In the absence of school custodian, fill in the custodial roles until a substitute is assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Common methods, tools, and equipment used in general building and grounds maintenance work.
- Building trades practices and principles sufficient to perform routine maintenance and repair tasks.
- Safe operation and standard practices, methods, materials, tools, terminology and equipment used in the performance of the job trades.
- Basic Math applicable to the various trades.

ABILITY TO:

- Acquire mechanical work skills quickly.
- Work with minimal supervision.
- Identify and report needed building maintenance work.
- Perform a variety of repair and maintenance work on school grounds, facilities, buildings and equipment.
- Safely and appropriately operate tools, equipment and technology.
- Maintain tools and equipment in a proper safe working condition.
- Apply and explain rules, regulations, policies and procedures.
- Operate a vehicle and wide variety of specialized power equipment and hand tools.
- Communicate to resolve problems.
- Plan and organize work.
- Research technical manuals and guides to resolve problems.
- Maintain knowledge of technological advances in the fields.
- Work effectively as a team member.

- Meet schedules and timelines.
- Maintain documentation and records.
- Establish and maintain cooperative and effective working relationships.
- Understand and carry out oral written directions.
- Communicate both orally and in writing in a clear and concise manner.

EXPERIENCE AND OTHER REQUIREMENTS:

- One year of building maintenance required.
- Pre-employment physical
- Drug Test
- Valid Drivers License

WORKING CONDITIONS ENVIRONMENT:

- Outdoor environment; subject to heavy lifting, chemical fumes, dust, noise from equipment and extreme heat and adverse weather conditions.
- The noise level is frequent and loud.

PHYSICAL DEMANDS:

- Must sustain normal physical effort for 8 hours.
- Sitting, standing, and walking for extended periods of time.
- Lifting, carrying, pushing, and pulling object(s) weighing up to 50 pounds.
- Continuous use of hands, fingers, and wrists repetitively.
- Using both hands and legs simultaneously.
- Repeated stooping, bending, and kneeling.
- Occasional pushing, pulling, and maintaining balance.
- Reaching over head.
- Rapid mental/muscular coordination.
- Verbal, auditory, and written capabilities to effectively communicate in an articulate manner.
- Accurate depth perception.
- Clarity of vision at varying distances to see small details and have color vision/distinguish shades.
- Operate mobile motorized equipment.
- Drive a vehicle to conduct work.
- Under some circumstances, further testing may be required to determine if an applicant is able to perform the essential duties with or without reasonable accommodation.

HAZARDS:

- Working on slippery and uneven surfaces
- Working near moving mechanical parts
- Exposure to fumes, airborne particles, fumes, paints, solvents and chemicals.
- Working on ladders and scaffolding at heights.
- Working in cramped or restrictive working chamber.
- Exposure to flying debris or nails.