



## MORAGA SCHOOL DISTRICT – HUMAN RESOURCES

**Title:** General Maintenance I

**Reports to:** Director of Buildings and Grounds

**Work Year:** 12 month, full-time and part-time positions

**Range:** 10

**Definition:** Under general supervision of the Director of Building and Grounds to perform a variety of skilled and semi-skilled maintenance and repair work of facilities; performs gardening and grounds maintenance.

**Representative duties:**

- Performs and or assists in semi-skilled installation and repair to buildings and equipment in connection with construction and mechanical trades, including plumbing, painting, carpentry, heating, electrical, air conditioning, masonry, metal work, glazing, tile work, roofing, flooring, ventilation systems, welding, mechanics, and lock-smithing
- Performs skilled gardening work in maintaining landscaped, lawns and grass fields
- Plants, waters, trims, fertilizes, aerates, weeds, sprays and cultivates trees, plants, shrubs, lawns, fields and flowers
- Replaces sprinkler heads and repairs irrigation
- Operates power lawn mowers, sprayers, trenchers, tractors, truck, rototillers and air compressors
- Rakes leaves, cleans walks, fields or other facilities; edges lawns and borders; lines and marks fields
- Operates light trucks and other equipment for pick-up and delivery
- Move and hauls furniture, equipment and refuse with vehicles and trailers
- Clean and maintain tools, equipment and work areas
- Reports unsafe conditions and needed repairs
- Assembles tools and materials
- Receives work orders and keeps records
- Maintains inventory of equipment, materials, district keys
- Related duties as assigned
- Fills in as custodian as needed

**Ability to:**

- Read, write and carry-out oral and written instructions, as well as district operation manuals
- Safely use a variety of hand and power tools and power equipment
- Perform simple repairs with a minimum of supervision
- Safely drive and operate light trucks and power equipment efficiently



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- Work from plans and specifications
- Handle a variety of work orders and complete work on schedule
- Keep work records
- Maintain cooperative working relationships with staff, students, and parents
- Perform moderately heavy physical labor

### **Knowledge of:**

- Basic methods, materials, tools, equipment and techniques used in general maintenance and repair work, including grounds and gardening
- Safety procedures and practices relating to facility and grounds maintenance
- Basic arithmetic, work vocabulary and craft skills

### **Experience:**

- One year experience to demonstrate the knowledge and abilities listed in this position

### **Education/License/Testing:**

- A valid California Department of Motor Vehicles driver's license;
- TB Test
- Criminal Justice Fingerprint clearance
- May require a Math and English proficiency test
- High school diploma or equivalent

**Physical Requirements:** Performs work that frequently requires standing, bending, twisting, reaching, grasping, stretching, climbing, balancing, kneeling, crouching or squatting; push, pull or drag; occasionally lift and carry objects weighing 50 pounds, i.e. garbage and trash bags, cleaning equipment, tables and chairs, and visual acuity/depth perception to see where to clean and vandalism. Occasionally lifts objects weighing 80 pounds, such as sheet rock, bags of cement, jackhammers. While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear.