



MORAGA SCHOOL DISTRICT – HUMAN RESOURCES

Title: General Maintenance II

Reports to: Director of Buildings and Grounds

Work Year: 12 Month – full time

Salary: 12

Definition: Under general supervision of the Director of Building and Grounds to perform a variety of skilled and semi-skilled maintenance and repair work involving one or more special skills in the building or mechanical trades of facilities; performs gardening and grounds maintenance.

Representative duties:

- Performs skilled maintenance, installation, and repair to buildings and equipment in connection with construction and mechanical trades in one or more of the following areas: plumbing, painting, carpentry, heating, electrical, air conditioning, masonry, metal work, glazing, tile work, roofing, flooring, ventilation systems, welding, mechanics, and locksmithing
- 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
- Inspects buildings and equipment to identify and report unsafe conditions, needed repairs and maintenance
- Follows preventative maintenance schedule
- Operates heavy equipment
- Recommends requisition and or purchase of needed supplies and materials
- Reads and interprets blueprints or schematics
- Maintains inventory of equipment, materials, district keys
- Related duties as assigned
- Fills in as custodian as needed



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Ability to:

- Ability to apply principles, methods, materials, and equipment used in skill to which assigned
- 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 repairs with a minimum of supervision
- Safely drive and operate heavy and light trucks and power equipment efficiently
- Work from plans and specifications
- Evaluates products and recommend usage
- Estimate time and materials needed on a wide variety of projects
- 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
- Materials, tools, methods and equipment used at the journey level in one or more of the construction and mechanical trades to which assigned

Experience:

- Four years of experience or any combination of training and experience that could likely provide the desired knowledge and abilities 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: Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects (keyboards, telephone, common office machines); requires vision (which may be corrected) to read small print; requires the mobility to stand, walk, stoop, reach, crouch, crawl, kneel, and bend; requires lifting, pushing and or pulling equipment, supplies and packages which do not exceed 50 pounds. While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear.