

ORCUTT UNION SCHOOL DISTRICT

CLASS TITLE: MAINTENANCE CRAFTSPERSON

BASIC FUNCTION:

Under the direction of the Director of Maintenance, Operations, and Transportation, perform skilled maintenance and repair duties in a variety of trades such as carpentry, painting, electrical, plumbing, electronics, welding, glazing, locksmithing and concrete work. Incumbents in the Maintenance Craftsperson classification have additional skills in the technology applications involving telephone, bell/alarm, intercom and security systems and other systems as needed.

REPRESENTATIVE DUTIES:

Perform skilled maintenance and repair work in a variety of trades such as carpentry, painting, electrical, plumbing, electronics, welding, glazing, locksmithing and concrete work. *E*

Construct, install and maintain roofs, furniture, fences, cabinets, shelving, room dividers and doors; remove and install glass in windows and doors. *E*

Install, adjust, repair and maintain electrical equipment and wiring systems including switches, lights, ballasts, breakers and motors. *E*

Repair and maintain heating and cooling equipment, boilers, water pumps, hot water heaters, ovens and stoves. *E*

Repair and replace floors and ceiling tiles. *E*

Install, repair and maintain door locks, enclosures and combination locks. *E*

Prepare surfaces, mix paints and finish a variety of equipment, furniture and school facility physical structures. *E*

Fabricate metal parts and join pipe together using gas and arc welding processes. *E*

Install, maintain and repair clocks, intercoms, phone lines, public address systems, bell systems and fire alarms. *E*

Operate a variety of power equipment including table saws, drills, radial arm saws, electric and gas welders, trucks, tractors, jackhammers and other maintenance tools and equipment. *E*

Communicate with District maintenance department concerning tools and equipment and plan and coordinate work schedules and necessary materials and supplies. *E*

Install, remove and repair asphalt and concrete as assigned; construct foundations and walkways for modular buildings. **E**

Prepare and maintain appropriate records and reports.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, materials and equipment used in the various skilled trades.
Standard practices and procedures in the assigned trades including materials and tools utilized.
Record-keeping techniques.
Health and safety regulations.
Technical aspects of field of specialty.

ABILITY TO:

Perform skilled maintenance and repair duties in a variety of trades such as carpentry, painting, electrical, plumbing, electronics, welding, glazing, locksmithing and concrete work.
Use a variety of tools and machines utilized in the basic trades.
Operate a variety of power equipment including table saws, drills, radial arm saws, electric and gas welders, trucks, tractors, jackhammers and other maintenance tools and equipment.
Work from blueprints, shop drawings and sketches.
Operate a truck, observing legal and defensive driving practices.
Maintain records and prepare reports.
Make arithmetic computations with speed and accuracy.
Work independently with little direction.
Analyze situations accurately and adopt an effective course of action.
Understand and follow oral and written instructions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: sufficient training to demonstrate the knowledge and abilities listed above and demonstrated skilled experience in the assigned trades.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, outdoors and shop environment.
Driving a vehicle to conduct work.
Noise from equipment operation.

PHYSICAL DEMANDS:

Standing and walking for extended periods of time.
Lifting, carrying, pushing or pulling moderately heavy objects.
Bending at the waist, kneeling or crouching.
Dexterity of hands and fingers to operate various maintenance equipment.
Seeing to perform maintenance work.
Reaching overhead, above the shoulders and horizontally.

HAZARDS:

Fumes from paints and solvents.
Electrical power supply and high voltage.
Working in a cramped and restrictive work chamber.
Working around and with machinery having moving parts.
Working at heights.

This job description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the general job elements. Incumbents may perform any combination of the essential functions shown.