



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

CLASSIFICATION AND
POSITION DESCRIPTION

TITLE:	General Maintenance Worker	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Maintenance Department	CLASSIFICATION:	Non-Administrative Classified Technical
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Non-Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 7.5 hours per day or duty days/hours as assigned
APPROVED: Board Commission	June 19, 2016 July 15, 2016	SALARY GRADE:	Schedule: 57 Range: 44

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of general maintenance and repair duties in the maintenance of buildings, facilities and equipment; ensure a safe environment for students and staff.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Perform a variety of general maintenance, repair duties in the maintenance of buildings, facilities and equipment; troubleshoot malfunctions of related parts and equipment
- Perform a variety repairs to desks, chairs and other furniture and equipment; assemble and move furniture as directed
- Assist other maintenance personnel in the maintenance and repair of general plumbing systems and fixtures; assist in unclogging sewer lines, toilets, drains and related fixtures as assigned
- Assist other maintenance personnel with a variety of assigned special projects related to carpentry, plumbing, painting, HVAC, and electrical; assist with preventative maintenance as needed
- Assist in performing preventive maintenance on locks and hardware including cleaning, lubricating and tightening parts
- Expedite maintenance requests from personnel; work from oral and written instructions and work orders; respond to emergency repair needs as requested
- Mount pictures, awards, and banners as requested
- Monitor inventory levels of parts, supplies and equipment; assist in receiving and maintaining inventory of parts, supplies and equipment
- Operate and maintain a variety of hand and power tools and equipment
- Lock and unlock doors and gates as appropriate; set alarms as appropriate

- Maintain routine records related to assigned activities
- Prepare classrooms and other facilities for special events or meetings as assigned; set up, assemble chairs, tables and other furniture for special events and activities

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic tools, equipment, materials, methods and techniques used in general maintenance and repair

Operation of tools, equipment and machinery used in the building trades

Basic preventive maintenance principles and practices

Requirements of maintaining buildings and equipment in a safe, clean and orderly condition

Oral and written communication skills

Health and safety regulations

Basic record-keeping techniques

Proper lifting techniques

ABILITY TO:

Perform a variety of general maintenance and repair duties in the maintenance of buildings, facilities and equipment

Ensure a safe environment for students and staff

Effectively and safely operate a variety of assigned tools and equipment

Maintain routine records related to work performed

Understand and follow oral and written directions

Communicate effectively both orally and in writing

Work cooperatively with others

Meet schedules and time lines

Observe health and safety regulations

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and sufficient training and experience to demonstrate the knowledge and abilities listed above

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment

Regular exposure to fumes, dust and odors

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate specialized equipment and tools

Standing for extended periods of time

Seeing to perform maintenance work

Hearing and speaking to exchange information

Lifting, carrying, pushing or pulling objects typically weighing up to 50 pounds and occasionally, with assistance up to 100 pounds

Bending at the waist or kneeling

Reaching overhead, above the shoulders and horizontally

Climbing ladders

Heavy physical labor

HAZARDS:

Working around and with machinery having moving parts

Working at heights

Chemical fumes