



West Valley - Mission

Community College District

CLASS SPECIFICATION

MAINTENANCE WORKER

Classified Position (Non-Exempt Status)

Classified Operations & Support Services Salary Schedule – Range 53

DEFINITION

To perform routine maintenance, assembling, and repair of office furniture and fixtures, plumbing, and lighting systems; to perform painting and carpentry tasks; to perform set up for meetings and events; and to perform custodial duties.

DISTINGUISHING CHARACTERISTICS

This is the journey level in the single level Maintenance Worker class. Incumbents initially perform the more routine duties assigned to positions in this class and work under close supervision. However, as experience is gained, incumbents are expected to perform the full range of duties as assigned with increasing independence.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned supervisor.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Clean and sanitize restrooms, including fixtures, floors, and mirrors; replenish soap and paper goods.

Pick up refuse; empty ashtrays and urns, wastebaskets, and other receptacles.

Vacuum, sweep, mop, and polish floors.

Clean stairs, hallways, corridors, walls, moldings, boards, outside steps, windowsills, and other designated areas.

Clean blinds, radiators, grills, intake and exhaust vents, light fixtures, elevator interiors; polish metal fixtures and handrails.

Dust, clean and/or wax work surfaces including desktops, furniture, and woodwork.

Move and rearrange furniture and other equipment, as needed; perform set up for special events and meetings.

Hang banners and signs.

Install and repair ballasts, bulbs, and light fixtures; check circuit breakers.

Patch and/or paint interior walls.

Perform minor repairs and/or replacement of plumbing fixtures, valves, and other devices.

Assemble and/or repair office furniture.

Inspect and report leaking windows or roofs.

Observe and report, through automated work order system, any and all defects, deterioration, and wear and tear on district facilities.

Build and maintain positive working relationships with co-workers, other district employees, and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Methods, materials, and equipment used in custodial work.

Proper sanitization methods.

Basic tools, materials, and terminology used in carpentry and plumbing.

Safe work practices and procedures; applicable health and safety codes.

Floor care maintenance including stripping, waxing, polishing, and burnishing; carpet care maintenance including spotting and deep extraction.

Basic math skills.

Ability to:

Safely and efficiently operate equipment including carpet extractors, rotary floor machines, and power washers.

Maintain, and repair a wide variety of fixtures and equipment.

On a continuous basis, know and understand custodial operations and basic maintenance activities and observe safety rules. Intermittently, analyze problem equipment; identify safety hazards; locate equipment; interpret work orders; remember how to operate equipment; and explain jobs to other employees.

Intermittently, stand and walk while performing maintenance activities; bend and twist to adjust equipment; kneel and squat to review work; climb ladders to replace lighting components or hang signs; perform simple and power grasping, pushing, pulling, and fine manipulation; use telephone; write and use keyboard to communicate through written means; and lift or carry weight of 50 pounds or less.

Use cleaning materials and equipment with skill and efficiency.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Communicate effectively orally and in writing.

Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.

Establish and maintain effective, cooperative, and collaborative working relationships with others.

Experience and Education

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of responsible experience in custodial or general maintenance functions.

Education:

Equivalent to the completion of the twelfth grade.

License and Certificate

Possession of, or ability to obtain, an appropriate, valid California driver's license as required by the position.

EEO Category: Service/Maintenance

Date Approved: July 1, 2017