

Madera Unified School District Classified Job Description

Maintenance Journeymen

Purpose Statement

The job of Maintenance Journeymen was established for the purpose/s of providing maintenance services with specific responsibility for ensuring completion of assigned work order projects; performing a wide variety of skilled maintenance activities (e.g. carpentry, plumbing, painting, electrical, HVAC, ventilating systems, alarms); assisting other maintenance workers; and ensuring that tools and materials are available at job site.

This job reports to the Supervisor of Maintenance and Operations.

Essential Functions

- Analyzes blue prints, schematics, and drawings for the purpose of determining the efficient installation of new or upgraded systems.
- Fabricates equipment parts for the purpose of meeting specialty needs and/or replacing unavailable parts.
- Informs personnel regarding procedures and/or status of work orders for the purpose of providing information for making decisions, taking appropriate action and/or complying with building and safety regulations.
- Installs a wide variety of materials (e.g. carpet, tile, roofing, metal fabrications, cabinetry, drywall, plumbing, insulation, glass, electrical, masonry, etc.) for the purpose of providing enhancements and/or upgrades.
- Maintains vehicle, tools and equipment for the purpose of ensuring availability in safe operating condition.
- Participates in educational seminars and meetings for the purpose of maintaining and upgrading job knowledge, skills and resolutions to safety issues.
- Performs a variety of skilled trade functions (e.g. plumbing, painting, HVAC, carpentry, electrical, etc.) for the purpose of completing projects within established time frames.
- Performs routine and preventive maintenance for the purpose of ensuring the ongoing functioning of facilities.
- Prepares written materials (e.g. repair status, activity logs, etc.) for the purpose of documenting activities and/or conveying information.
- Repairs facilities, equipment and systems for the purpose of ensuring a safe working condition.
- Transports a variety of tools, equipment and supplies for the purpose of ensuring the availability of materials required at job site.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: performing skilled maintenance involving the carpentry, plumbing and electrical trades; using hand and power tools skillfully and safely; operating a variety of equipment and machinery such as various saws, planes, drill presses, sanders, jack hammers, drills, sandblasters and forklifts; operating a motor vehicles as necessary.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: methods, practices, equipment and tools used in various trades including carpentry, electrical, painting, HVAC and plumbing; health and safety regulations; proper methods of storing equipment, materials and supplies; requirements of maintaining school buildings in a safe, clean and orderly condition.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a wide variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: understanding and following oral and written directions; establishing and maintaining effective working relationships with others; analyzing situations accurately and adopting an effective course of action; and maintaining routine records.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 45% walking, and 45% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Minimum Qualifications

Experience Two years of experience as a Maintenance Worker; in one or more of the following speciality areas in the fields of: carpentry, plumbing, painting, electrical, HVAC, ventilating systems, alarms, welder, locksmith or as specified.

Six units from an accredited college or university in one of the specialty areas can be substituted for six months of experience up to one year.

Education High School diploma or equivalency.

Required Testing

Pre-employment Proficiency Test

Pre-employment Physical Exam

Certificates

Valid Class C CDL

Continuing Educ./Training

Maintain as needed

Clearances

DOJ/FBI Background Clearance

TB Clearance

Physical Demands (C)

FLSA Status

Non-Exempt

Approval Date

Salary Range

Classified Salary Schedule - Range 32