

ORANGE UNIFIED SCHOOL DISTRICT

MAINTENANCE SPECIALIST EMERGENCY SERVICES

DEFINITION

Under the direction of the Operations Supervisor, perform various maintenance, repair, set up and take down, work on district grounds, buildings, facilities and equipment. Individuals in this class provide service on an as-needed basis and when emergencies or time constraints prevent other classifications from performing the work.

REPRESENTATIVE DUTIES

- Perform set up and take downs for various district and school functions.
- Move, assemble, disassemble, set up school and district furnishings.
- Perform other set ups as needed.
- Pick up, deliver and store district surplus items as directed.
- Perform various maintenance and repair work on district grounds, buildings, facilities and equipment; assist maintenance and operations personnel in the daily activities of the department and special projects especially when time constrains exist.
- Perform repair of playground equipment, lunch tables and classroom furniture.
- Perform other general maintenance, operations and repair work as directed.
- Drive a vehicle to various locations to pick up and deliver various supplies, materials and equipment and to perform maintenance work; load and unload trucks.
- Assist when needed, maintenance trades in the repair or renovation of district buildings, facilities and equipment including HVAC, carpet and floor installations, electrical or painting activities, gardening and other areas as assigned.
- Operate and maintain a variety of hand and power tools and equipment including saws, grinders, sanders, drills and others; operate equipment including forklifts, dump trucks, gas and arc welder and other equipment needed in the maintenance trades.
- Prepare and maintain routine records.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of:

Common tools, materials, equipment and terminology used in the general maintenance trades.

Rules, regulations and policies pertaining to the maintenance of school facilities.

Safe working methods and procedures.

Basic record-keeping techniques.

Ability to:

Perform various maintenance and repair work on district grounds, buildings, facilities and equipment.

Appropriately use tools and equipment common to the maintenance trade.

Operate tools and equipment used in general maintenance work.

Prepare routine reports and records.

Understand and follow oral and written directions.

Work cooperatively with others.

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MAINTENANCE SPECIALIST EMERGENCY SERVICES

Work at heights.
Stand and walk for extended periods of time.
Bend, kneel or crouch.
Lift, carry, move, push and pull heavy objects.
Climb ladders.
Reach overhead, above the shoulders and horizontally.
Perform heavy physical labor.

EDUCATION AND EXPERIENCE

Any combination equivalent to: Graduation from high school and some experience in general maintenance and repair work.

LICENSES AND OTHER REQUIREMENTS

Valid California Driver's License

WORKING CONDITIONS

Environment

Indoor and outdoor environment.
Driving a vehicle to conduct work.
Seasonal heat and cold or adverse weather conditions.

HAZARDS

Working around and with machinery having moving parts.
Chemicals used in cleaning and maintenance work.