



**CLASSIFIED**  
**Job Classification Description**  
 Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT  
 PERSONNEL COMMISSION  
 APPROVED MOTION NO. 22-2022/23  
 DOCUMENT NO. 10-2022/23  
 DATED 10/19/2022

<b><u>MAINTENANCE – JOURNEYPERSON</u></b>	
<b>DEPARTMENT/SITE:</b> Maintenance and Operations  <b>REPORTS TO:</b> Supervisor - Maintenance	<b>SALARY SCHEDULE:</b> Classified Bargaining Unit <b>SALARY RANGE:</b> 36 <b>WORK CALENDAR:</b> 261 Days  <b>FLSA:</b> Non-Exempt

**PURPOSE STATEMENT:**  
 Under the general direction of the Supervisor - Maintenance, the Maintenance Journey person provides 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. The incumbents in this classification provide the school community with building maintenance services to keep school and other facilities operational which directly supports student learning and achievement.

**DISTINGUISHING CHARACTERISTICS**  
 Positions in this class provide routine and journey-level building maintenance services in the various trades, working independently or in support of the higher-level Maintenance Journey person – Lead and Maintenance Tradesperson classifications on larger-scale projects. This Lead class differs in its higher level of expertise required in one or more of the trades.

**ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**  
*The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

- Analyzes blueprints, schematics, and drawings to determine the efficient installation of new or upgraded systems.
- Fabricates equipment parts as required to meet specialty needs and/or replace unavailable parts.
- Informs personnel regarding procedures and/or status of work orders to provide information for making decisions, take appropriate action and/or comply 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) to provide enhancements and/or upgrades.
- Maintains district vehicle, tools, and equipment to ensure its availability in safe operating condition.
- Participates in educational seminars and meetings to maintain and upgrade job knowledge, skills, and safety training.
- Performs a variety of skilled trade functions (e.g., plumbing, painting, HVAC, carpentry, electrical) to complete projects within established time frames.
- Performs routine and preventive maintenance to ensure the ongoing functioning of facilities.
- Prepares written materials (e.g., repair status, activity logs) to document activities and/or convey information.
- Repairs facilities, equipment, and systems (e.g., electrical, HVAC) to ensure that they are in a safe

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working condition.

- Transports a variety of tools, equipment, and supplies to the job site.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

*(At time of application)*

### **Knowledge of:**

- 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
- Basic math
- English usage, grammar, punctuation

### **Skills and Abilities to:**

- Use hand and power tools skillfully and safely
- Operate a variety of equipment and machinery such as various saws, planes, welding torches, drill presses, sanders, jack hammers, drills, and forklifts
- Operate a motor vehicle as necessary
- Establish and maintain effective working relationships
- Solve problems effectively, including with equipment
- Understand and follow oral and written directions
- Analyze situations accurately and adopt an effective course of action
- Maintain routine records

## **RESPONSIBILITY:**

Responsibilities include working under general 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.

## **JOB QUALIFICATIONS / REQUIREMENTS:**

*(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)*

### **EDUCATION REQUIRED:**

High School diploma or equivalency.

### **EXPERIENCE REQUIRED:**

Two (2) years of experience as a Maintenance Worker; in one or more of the following specialty areas in the fields of: carpentry, plumbing, painting, electrical, HVAC, ventilating systems, alarms, welder, locksmith or as specified.

Six (6) units from an accredited college or university in one of the specialty areas can be substituted for six (6) months of experience up to one (1) year.

### **LICENSE(S) REQUIRED:**

- Valid, current Class C California Driver's License to drive to various work sites and transport equipment and materials.

**CERTIFICATIONS AND TESTING REQUIRED:**

- Pass the District’s applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:
  - Criminal Justice and FBI Fingerprint Clearance
  - Negative TB test result plus periodic post-employment retest as required (currently every four years)
  - Pre-employment physical exam C through District’s provider at District’s expense
  - Enrollment in the Department of Motor Vehicles employer Pull Notice Program and submission of a current DMV driving record printout within six months of employment

**WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- The job is performed both indoors under minimal temperature variations and outdoors, subject to extreme temperatures and hazards such as working with heavy power equipment and tools
- Drive a vehicle to conduct work
- Requires extensive walking and standing
- Regular lifting, carrying, pushing, and/or pulling of moderate to heavy objects
- Stooping, kneeling, crouching, and/or crawling and some climbing and balancing
- Significant fine finger dexterity to manipulate objects and tools
- Hearing and speaking to exchange information
- Visual acuity to operate equipment, see/read documents and computer screen