
**REDDING SCHOOL DISTRICT
JOB DESCRIPTION**

MAINTENANCE/GROUNDS WORKER

DEFINITION OF POSITION

Under the direction and supervision of the Senior Chief Accountant/Facilities, performs a variety of skilled and semi-skilled tasks independently in the maintenance and repair of district buildings, related physical structures, equipment, and grounds. Supervises work crews during project periods.

EXAMPLES OF DUTIES - Important duties may include, but are not limited to, the following:

1. Performs emergency and scheduled preventative general maintenance and repair, routine carpentry, construction of cabinets and shelving, remodeling and construction of new buildings, painting, installation and repair of floor and wall coverings
2. Repairs and refinishes furniture
3. Repairs and installs masonry, concrete and asphalt
4. Resets doors
5. Repairs and installs plumbing and its related systems (Examples: drinking fountains, water valves, toilets, hot water heaters, water lines, irrigation systems); installs and maintains swamp coolers
6. Waters, fertilizes and maintains lawns and landscaped grounds
7. Applies pesticides and herbicides
8. Designs, installs, maintains and repairs irrigation and sprinkler systems
9. Prepares track and playing fields for athletic events
10. Has a working knowledge of electrical systems and components
11. Is capable of trouble shooting and making minor repairs to such equipment as heaters, light fixtures, electrical circuits, kitchen equipment, refrigeration equipment, and shop equipment
12. Installs and repairs playground equipment
13. Operates and performs minor preventative maintenance on vehicles and power driven equipment such as trucks, shop tools, etc.
14. Erects and dismantles scaffolding; moves furniture and equipment
15. Inspects school site facilities for necessary maintenance and reports unsafe conditions
16. Ability to do routine welding and other shop work; maintains accurate work records
17. Performs other related duties as assigned which are reasonably related to the above.

QUALIFICATIONS

1. Knowledge of the use and maintenance of the materials, tools and procedures used in rough and finished carpentry, plumbing, electrical, painting, and mechanical trades
2. Ability to acquire skill quickly in work requiring mechanical ability
3. Perform heavy physical labor with the ability to frequently lift and/or move up to 50 pounds
And occasionally lift and/or move up to 100 pounds.

4. Follow oral or written directions accurately
5. Work from sketches, drawings, and blueprints
6. Ability to estimate costs of materials and hours of labor involved in a specific job
7. Erect and work from riggings and scaffolding; knowledge of safety procedures and the ability to recognize unsafe conditions
8. Ability to work independently
9. Ability to establish and maintain harmonious working relationships.
10. Pass Pre-employment Examination
11. Ability to supervise work crews

EXPERIENCE

Three years of general experience/and or education in construction or building, grounds maintenance, landscaping, or other work closely related to duties listed above.

EDUCATION

Graduation from high school or equivalent

REQUIRED LICENSES/CERTIFICATES

Valid California Drivers License

Maintenance/Grounds Worker

Salary Range: L

REVISED: 08/17/2010

BOARD APPROVED: 08/17/2010