
DISTRICT MAINTENANCE TECHNICIAN

JOB DESCRIPTION:

Under general supervision, perform various basic routine and preventative maintenance items for all of the departments under the scope of District Operations. Serve as backup, assistant, and substitute for the district's various transportation, maintenance, grounds, and custodial personnel as needed. Responsible for basic care of the facilities, grounds, and vehicles. Serve as back up or substitute for the regular bus drivers and substitutes. Maintain an active and current Class B Drivers License with a passenger endorsement. Ensure that all scheduled and preventative maintenance items are performed properly in a timely and consistent manner. Attend training classes and seminars in basic technical subjects related to the job as described, when required.

QUALIFICATIONS:

1. **Knowledge:** Knowledge of safe driving practices; provisions of the California Motor Vehicle Code, and the Educational Code applicable to the operation and maintenance of vehicles used in transporting school children; first aid practices; methods, materials and equipment used in custodial, grounds, and maintenance work; requirements for maintaining district buildings and grounds in a safe, clean and orderly condition; basic small engine and small tool maintenance and repair techniques, methods and materials. All of the above knowledge, except bus driving, must be verified by either past paid employment, or by a satisfactory score on the District Maintenance Worker questionnaire which will be given as part of the applicant interview process.
2. **Ability:** To operate a school bus exercising good judgment and extreme caution; maintain order among students on a school bus, learn a designated bus route, bus stops and district traffic hazards, to use cleaning materials and equipment with skill and efficiency; use basic mechanical tools in performing minor repairs and adjustments; operate and maintain heating and ventilating equipment; safely use the hand and power tools for building, tractor, tool and vehicle maintenance, gardening, and grounds-keeping; to prune and maintain the districts trees and shrubs on a regular scheduled basis; maintain and perform repairs and adjustments to buildings, shops, their fixtures and equipment; to attend in-services, seminars or classes that enhance the knowledge, training, and overall performance and capability needed to perform these basic duties. To use ladders man-lifts, or work on high areas on scaffolding. All of the above abilities, except bus driving, must be verified by either past paid employment or by a satisfactory score on the District Maintenance Worker questionnaire which will be given along with the applicant interview process.
3. **License:** Possession of, or ability to obtain within six months a valid California Class B drivers license with a passenger endorsement.
4. **Experience:** Two years of building and grounds maintenance or the equivalent, experience must be verified by both past paid employment and by a satisfactory score on the District Maintenance Worker questionnaire which will be given as part of the applicant interview process.
5. **Education:** Equivalent to completion of the twelfth grade.

TYPICAL DUTIES:

1. Serves as backup or substitute for bus driver, custodian, maintenance and grounds personnel as assigned.
2. Receive training and perform basic grounds duties on a periodic basis such as shrub and tree care and pruning, lawn care and feeding, irrigation scheduling and repairs, pre-emergent application on selected areas, rodent control at all of the districts play and sports turf areas, minor pest control for the district's buildings. Receive basic training and perform selected tasks as assigned from the district's preventative maintenance program, such as HVAC filter changes and setting the HVAC energy management system.

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3. Receive specialized training and perform various district vehicle inspections, maintenance and tune-ups on a regularly scheduled bases as assigned.
4. Perform all routine maintenance, grounds and custodial work as assigned.
5. Perform basic tasks designed to improve the aesthetic appearance of the district's buildings and grounds such as maintaining selected annual flower beds, painting touch ups, and other related tasks.
6. Perform general vehicle maintenance and equipment maintenance. i.e. change motor oil, sparkplugs, fuel, air filters and brakes and other related tasks.
7. Monitor the staging of supplies, equipment and surplus in the district's maintenance shop, warehouses, and yard; keeping the areas organized and free of junk, trash and debris.
8. Routinely inspects buildings, grounds and vehicles for fire, sanitary and safety hazards; performs minor repairs to building fixtures and equipment; reports needed major repair work to the supervisor.
9. Initiates necessary grounds-keeping and gardening work to maintain site areas, including lawns, playgrounds, athletic fields and planted areas.
10. May assist in the training and monitoring of inexperienced personnel.
11. Keeps appropriate records and prepares necessary reports.
12. Drives a bus occasionally over designated routes in accordance with time schedules, picking up and discharging school children.
13. Escorts children across streets stopping traffic when necessary.
14. Transports students and teachers on field trips to various locations, making departure and arrival times as scheduled.
15. Performs other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the following ability:

1. Normal manual dexterity and eye-hand coordination required to operate power and motorized equipment using both hands.
2. Physical agility to frequently stoop, kneel, bend, crouch, reach overhead, grasp, push, pull, lift and move objects up to 50 pounds shoulder height and occasionally lift in excess of 50 pounds with assistance.
3. Demonstrate normal depth perception.
4. Stand and walk for extended periods.
5. See and read printed matter, with or without visual aids, distinguish colors, read and understand rules and policies, labels and instructions.
6. Verbal communications including the ability to speak and hear at normal room levels.
7. Ability to use telephones and office equipment.

WORK ENVIRONMENT:

Work is performed in indoor and outdoor environments, exposure to dust, oils, and cleaning chemicals. May work on ladders or scaffolding, may work with exposure to moisture, some exposure to childhood and other diseases in a school environment. Regular contact with Ripon Unified School District Staff, district office staff, and the public.

Immediate Supervisor: Supervisor of Buildings and Grounds

Assignment: 8 hours per day

Salary: CSEA Salary Schedule: Range 45