

**Gridley Unified School District
Job Description**

JOB TITLE: MAINTENANCE / GROUNDS WORKER II UNIT: Classified
SALARY LEVEL: 9 LOCATION: District
DEPARTMENT: Maintenance/Operations BOARD APPROVED: 07/19/2023
REPORTS TO: Director of Maintenance Operations and Transportation

SUMMARY: The Maintenance / Grounds-Worker II maintains and repairs District buildings, equipment, grounds and other facilities used by the District. Directs and monitors the work of maintenance and Grounds workers.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Establishes and maintains a preventative maintenance program for each site.

Performs electrical maintenance work involved in the repair installation and alteration of electrical equipment and lighting/electrical systems.

Studies blueprints and diagrams to ascertain layout, location and specification of items to be installed.

Performs rough and finish carpentry in the repair and maintenance of buildings and their components.

Removes, replaces or repairs broken glass in windows, skylights, display cases etc.

Installs, maintains or repairs all types of sub flooring, flooring and floor covering.

Maintains or repairs all types of roofing, including flashing and drain gutters.

Prepares surfaces for painting or repainting; applies finishes to various surfaces.

Safely operates hand and power tools necessary to perform duties.

Builds and repairs fences, playground and/or general yard equipment using a wide variety of materials.

Performs maintenances work in the repair alteration and preventative maintenance on heating and air conditioning units and school appliances.

Installs repairs and adjusts plumbing equipment and related apparatuses.

Installs, repairs or replaces concrete including site preparation, and cement block, brick, stucco and mortar joints.

Installs, repairs or replaces drywall, wall covering and ceiling tile.

Installs, repairs or replaces metal work, including cutting and welding.

Maintains a record of maintenance requests, job completions, and historical data for future reference.

Installs and maintains irrigation systems, including automatic sprinkler controls.

Answers emergency calls as required and takes appropriate action to protect and preserve property.

Reports potential safety hazards to Supervisor.

Cooperates and communicates with other school staff, public, parents, and students to promote a positive school climate.

Maintains sanitary personal habits and a clean, neat appearance.

Performs other related duties as assigned by Supervisor.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: High school diploma or general education degree (GED); 5 years related experience, or equivalent combination of education and experience.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to students, co-workers, parents and other employees of the organization. Knowledge of rules governing correct grammar, spelling and punctuation.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry instructions furnished in written, oral, diagram or schedule form. Ability to deal with problems involving a few known variables in routine situations.

CERTIFICATES, LICENSES, REGISTRATIONS California Driver's License required by the first day of service. District First Aid and CPR training may be required and will be provided.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently is required to sit, stand, walk, and reach with both hands and arms, talk, hear and listen. The employee is occasionally required to climb up and down steps, stoop, kneel, and crouch or crawl, and smell. The employee must occasionally lift and/or move up to 100 pounds. However, while lifting amounts above 100 lbs. a partner must be used. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision depth perception and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, and risk of electrical shock. The noise level in the work environment is usually moderate to loud, occasionally very loud.