

LOS ANGELES UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

CLASS DESCRIPTION
Unit E

Class Codes

MAINTENANCE WORKER
MAINTENANCE WORKER (RESTRICTED)

3780
3775

DEFINITION

Performs a variety of tasks in connection with the maintenance and repair of school and office buildings, equipment, appliances, or grounds, including moving and installation of school and office equipment and furniture.

TYPICAL DUTIES

Assists in repairing, maintaining, and otherwise caring for buildings, fixtures, equipment, and grounds by performing one or more of the following duties:

Making minor repairs and installing equipment or appliances in buildings.

Using common hand tools and operating simple power tools in installation, maintenance, repair, and refinishing work.

Disassembling and assembling, cleaning and sanding, and otherwise preparing equipment, fixtures, or appliances for refinishing.

Installs and secures office machines and electronic equipment.

Maintains, repairs, assembles, installs, and moves auditorium seats and movable school equipment and furniture.

Repairs, assembles, dismantles, and moves portable bleachers, lunch tables, and stage risers.

Installs, maintains and makes minor repairs to a variety of venetian blinds.

Fastens tablet-arm chairs and folding chairs into groups in accordance with fire department regulations.

Loads and unloads furniture and equipment on trucks.

Moves heavy machinery.

Performs heavy labor and semi-skilled manual tasks related to maintenance and/or repair projects in a variety of crafts.

Performs routine tasks such as carrying, moving, and delivering equipment and supplies.

May operate power equipment such as trucks, lifts, skip loaders, electric cars, pallet jacks, pneumatic tools, saws, drills, sanders, and other items.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Maintenance Worker performs a variety of tasks to assist with the maintenance and repair of school buildings, equipment, appliances, or grounds, including moving, installing, repairing and maintaining of school and office furniture and equipment. A Maintenance Worker (Restricted) is assigned in accordance with the provisions of Education Code 45259.

A craft supervisor plans, schedules, and supervises the work of Maintenance Workers.

A Building and Grounds Worker maintains buildings and grounds in a clean, sanitary, and safe condition.

SUPERVISION

Supervision is received from a craft supervisor and site administrator. Functional supervision is received from skilled craft personnel. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

- Use and operation of common hand and small power tools
- Proper methods for lifting and moving heavy objects
- Safety practices in equipment handling and the use of manual and power tools

Ability to:

- Safely and effectively use small power and common hand tools
- Recognize conditions that are safety hazards or require the attention of skilled craft personnel
- Ability to follow oral and written instructions
- Effectively communicate orally and in writing
- Work effectively with others

Special Physical Requirements:

- Ability to stand, walk, bend, crawl, climb, reach overhead, crouch, kneel, balance, push, and pull tools and materials safely
- Safely lift and carry tools and materials weighing up to 100 pounds
- Ability to work safely at heights including the use of ladders, scaffolds, and other related equipment
- Ability to safely work in confined spaces

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Experience:

Six months of experience involving 1) maintenance and/or repair of buildings, equipment, appliances, or grounds, using hand and small power tools, or 2) moving and installing of equipment or furniture.

Special:

- A valid California Driver License.
- Use of an automobile.

Employment is subject to medical clearance and pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials including, but not limited to, asbestos or lead.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and abilities. Management retains the discretion to add or change typical duties of the position at any time.

Revised
05-29-13
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