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**Enterprise Elementary School District  
Job Description**

Job Title: Maintenance (Classified Position)  
Department: District Office  
Reports To: Maintenance & Operations Manager  
Range: G  
Prepared By: Human Resources Clerk  
Prepared Date: June 5, 2008  
Approved By: Board of Trustees  
Approved Date:

**DEFINITION** – Under the general supervision of the Maintenance & Operations Manager, performs a variety of duties in general maintenance and repair of buildings, facilities, and equipment; performs other job related duties as assigned by Maintenance & Operations Manager.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** –

- Maintains maintenance inventory records and files.
- Prepares reports
- Operates power and hand tools associated with a variety of trade areas
- Performs skilled installation, maintenance and repair work in one or more of the following trades: plumbing, electrical work, HVAC control systems and locksmith work
- Performs interior and exterior carpentry work involved in the remodeling, repair and general maintenance of buildings and facilities
- Performs skilled maintenance activities varying with area of assignment, including performing basic trade activities such as electrical, plumbing and carpentry work in buildings and facilities, grounds and landscaping
- Removes or encapsulates hazardous materials in accordance with applicable state and federal regulations
- Performs painting work
- Order and estimate materials and supplies needed in the area of work assigned
- Performs other related maintenance and operations duties as assigned by Maintenance & Operations Manager

**QUALIFICATIONS** - Knowledge of basic methods, supplies and tools used in custodial work; demonstrated technical knowledge of electrical, mechanical, structural systems and practices; perform heavy manual labor; supervise the work of others; maintain harmonious relationships with others; conducts duties in an enthusiastic manner; able to perform general custodial and maintenance work.

**EDUCATION and/or EXPERIENCE** - High school diploma or general education degree (GED); 3 years of maintenance experience involving public contact; knowledge and experience of maintenance and repairs. Previous experience performing duties similar to those listed above.

**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 speak effectively before groups of customers or employees of school district. Must be able to readily take direction and be able to follow through in an independent manner; must be able to communicate well with parents, children, staff, and members of the

public; must be able to follow through with record keeping and be thorough in following the directions of the staff in the specific duties as outlined above.

**REASONING ABILITY** - Ability to deal with problems involving a few known variables in routine situations. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**CERTIFICATES, LICENSES, REGISTRATIONS** - Valid California Driver's License; maintain First Aid/CPR card; may need to obtain possession of State pesticide and herbicide licenses.

**OTHER SKILLS AND ABILITIES** – use a variety of tools and equipment; communicate effectively in both oral and written form; receive and give instructions, and prepare work orders and reports; measure distance and calculate quantities; read blueprints; review and identify projects needed to be serviced by outside contractors; maintain files and inventory records of supplies; set priorities; coordinate several projects simultaneously; plan and coordinate work schedules, assist in training, planning and directing the work of other staff, students, and community.

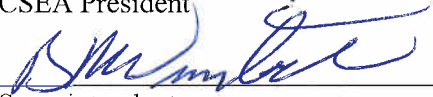
**PHYSICAL DEMANDS** – strength, stamina and mobility to perform heavy physical work out of doors in all weather conditions. Use varied hand and power tools; drive a motor vehicle and/or heavy construction equipment; lift and move materials and equipment up to 30 pounds frequently, 50 pounds occasionally and heavier weights with the use of proper equipment and/or team lifting.


**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 is occasionally exposed to moving mechanical parts, outside weather conditions and is occasionally exposed to fumes or airborne particles, and risk of electrical shock. The noise level in the work environment is usually moderate.


  
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CSEA President

  
\_\_\_\_\_  
Date

  
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Superintendent

  
\_\_\_\_\_  
Date

  
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Board Approval (Clerk)

  
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Date