

LOCAL DISTRICT CLASSIFICATION PLAN

CLASS TITLE: MAINTENANCE WORKER II

BASIC FUNCTION:

Perform semi-skilled to skilled maintenance, repair, and construction of District buildings and equipment; perform semi-skilled to skilled work in one or more of the building maintenance trades; assist journey-level trades personnel as needed; work independently in one of the less complex building trades.

DISTINGUISHING CHARACTERISTICS:

Maintenance Worker II incumbents perform a majority of duties at the semi-skilled to skilled level in one or more of the building maintenance trades, use independent judgement in making decisions based on training, knowledge and experience and assist Maintenance Technicians with complex and major work projects. Maintenance Worker I incumbents perform routine and unskilled to semi-skilled maintenance and repair to buildings and equipment, assist maintenance personnel with maintenance projects and work alone on less difficult projects or assignments.

REPRESENTATIVE DUTIES:

Perform semi-skilled to skilled maintenance, repair and construction of District buildings and equipment in one or more of the building maintenance trades including locksmithing, carpentry, electrical, painting, plumbing, heating, and air conditioning.

Assist journey-level trades workers and maintenance personnel with a variety of maintenance, repair, and construction; perform independently on less difficult projects and assignments as assigned.

Assist locksmith to install, adjust, repair, and replace locks and door hardware; inspect locks for proper operation and implement a preventive maintenance program for locking mechanisms, panic bars, door closures, and other hardware; re-key and re-pin locks as needed and maintain related charts and records.

Assist in the construction, installation, and maintenance of roofs, furniture, fences, bookshelves, cabinets, shelving, chalkboards and bulletin boards.

Assist in the installation, repair and maintenance of gas and water lines, heating and cooling equipment, electrical fixtures and outlets; replace broken toilet seats, flush valve diaphragms, seals and gaskets; clean plugged drains, stop leaks, adjust water pressure, and clean work area upon completion of work.

Assist in the installation, repair, and replacement of carpet, floor and ceiling tiles, repair blinds and shades; install dispensers and repair or install bathroom stalls.

Assist in making minor electrical and mechanical repairs on such equipment as vacuum cleaners, buffers, electric clocks, washing machines, dryers, refrigerators, and other small appliances.

Prepare surfaces for painting, mix paints, finishes, and other coatings and apply to equipment, buildings, furniture, and District facility structures.

Assist in the construction of forms and metal work, pour concrete and perform finish work; perform masonry, repair, and construction with brick and block.

Strip, wax, and buff floors; wash windows; clean carpeted areas; sweep and wash sidewalks and classrooms; dust rooms and furniture and perform a variety of related custodial duties.

Maintain records of time, costs, and materials needed in the maintenance and repair of District equipment and facilities; prepare work orders for more difficult and complex repairs for larger work projects.

Operate a wide variety of tools and equipment including motor vehicles, fork lift, key-cutting machine, electric cart, steam cleaner, grinder, stripper, waxer, buffer, carpet cleaner, power hand tools, saws, and hand tools used in the building maintenance trades.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Tools, equipment, methods, and materials used in semi-skilled to skilled maintenance in at least one of the building maintenance and construction trades.
Operation and use of hand and power tools and equipment.
Requirements of maintaining buildings and facilities in good repair.
Requirements of maintaining school buildings in a safe, clean, and orderly condition.
Cleaning equipment, tools, materials, and supplies used in custodial work.
Basic record-keeping techniques.
Health and safety regulations and procedures.
Proper methods of storing equipment, materials, and supplies.
Proper lifting techniques.

ABILITY TO:

Perform semi-skilled to skilled work in the construction, renovation, maintenance and repair of building, facilities and furniture.
Operate basic maintenance tools and equipment.

Assist skilled personnel in the maintenance and repair of buildings and facilities.
Use common cleaning equipment and supplies safely and efficiently.
Move and arrange furniture and equipment for meetings and special events.
Observe and report safety hazards and need for maintenance and repair.
Maintain routine records related to work performed.
Understand and follow oral and written directions.
Communicate effectively both orally and in writing.
Work cooperatively with others.
Meet schedules and time lines.
Observe health and safety regulations.
Lift heavy objects.
Observe legal and defensive driving practices.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and two years building and mechanical maintenance or operations experience.

LICENSES AND OTHER REQUIREMENTS:

Must be able to successfully obtain and maintain a License for Pesticide Application with the KY Department of Agriculture.

Some positions in this class are required to possess a valid Kentucky driver's license.