

SACRAMENTO CITY UNIFIED DR SCHOOL DISTRICT
Position Description

TITLE:	Central Maintenance Laborer	CLASSIFICATION:	Classified Non-Management (SEIU/Operations Support)
SERIES:	None	FLSA:	Non-Exempt
JOB CLASS CODE:	0627	WORK YEAR:	12 Months
DEPARTMENT:	Facilities Maintenance	SALARY:	Flat Rate Salary Schedule C1
REPORTS TO:	Assigned Supervisor	CABINET APPROVAL:	10-15-13

BASIC FUNCTION:

Perform unskilled work in all phases of crafts related to the maintenance or construction, repair, alteration, and minor replacement associated with the building and mechanical needs of all district facilities.

DISTINGUISHING CHARACTERISTICS:

Central Maintenance Laborer incumbents work as part of a team. Incumbents are assigned to a maintenance unit to assist district trades and perform needed preventive maintenance in areas such as custodial services, carpentry, plumbing, painting, roofing, electrical, mechanical, or general maintenance. This unit will be located at specific district facilities throughout the year, and members of this team will report for work at the location where the unit has been moved and assigned.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Perform unskilled work in all phases of crafts related to maintenance, repair, alteration, and minor replacement associated with the building and mechanical needs of all district facilities. **E**

Assists skilled maintenance personnel in projects by holding, lifting, positioning, loading, transporting and securing materials and equipment. **E**

Maintenance and placement of tools and equipment in proper storage facilities; includes cleaning of brushes, tools, and equipment, light repairs and tool sharpening. **E**

Move supplies or equipment including to the assignment. **E**

Assemble and move scaffolding and platforms. **E**

Perform minor cleaning of HVAC units and help change filters. **E**

Assist in cleanup resulting from breakage, vandalism, fire or other emergency. **E**

Ability to board up broken windows and clean up glass. **E**

Assist in the replacement and removal of carpet and drapes. **E**

Clean roofs and rain gutters. **E**

Conduct maintenance duties such as mowing, raking, sweeping, hauling, or cleaning; rough painting, concrete or asphalt work. **E**

Removal of campus trash or litter, cuts brush, and clears grounds. **E**

Perform preparatory tasks for craftsman such as masking or protecting areas to be painted, digging ditches prior to laying or removing pipe, or similar work. **E**

Operate and maintain a variety of specialized equipment; use a variety of hand and power tools; drive a district vehicle to conduct work; lift and carry heavy objects, and perform heavy physical labor. **E**

Digs and refills holes or trenches, hauls materials or supplies. **E**

Assist in transport equipment or drive light trucks or equipment relating to the job. **E**

Perform related duties as assigned.

TRAINING, EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school graduation, and two years experience in the areas of custodial services, labor/gardener, mechanical, or general maintenance.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license, employee entrance evaluation (lifting test), and must hold a (Class C) California Driver's License.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, materials, and equipment used in various trades.

Safe building, systems, construction, and maintenance practices.

Operation and simple maintenance of tools used in the mechanical and building trades.

Basic record-keeping techniques.

Health and safety regulations.

ABILITY TO:

Perform unskilled work in all phases of crafts related to maintenance associated with the building and mechanical needs of all district facilities.

Establish and maintain effective and positive working relationships with other personnel.

Read, interpret, and work from technical drawings and blueprints.

Maintain records.

Understand and follow oral and written directions.

Maintain work pace appropriate to given workload.

Work under direction as part of a team maintenance crew.

Operate a vehicle, observing legal and defensive driving practices.
Lift and carry heavy objects, and perform heavy physical labor according to safety regulations.
Work efficiently to meet schedules and time lines.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Indoor, outdoors, and shop environment; drive a vehicle to conduct work; noise from equipment operation; exposure to adverse weather conditions.

SAMPLE PHYSICAL ABILITIES:

Kneeling, pulling, pushing, carrying, and lifting heavy objects; climbing ladders; standing for extended periods of time; heavy physical labor; bending at the waist; crawling; reaching overhead, above the shoulders and horizontally; dexterity of hands and fingers to operate specialized tools and equipment; hearing and speaking to exchange information.

SAMPLE HAZARDS:

Working on ladders or scaffolding at heights; working in a cramped or restrictive work chamber; working around and with machinery having moving parts; exposure to flying debris or nails, chemicals and solvents, vapors and fumes, electrical power supply and high voltage, and cuts from tools or materials.

APPROVALS:

Kenneth A. Forrest, Chief Business Officer

Date

Jonathan P. Raymond, Superintendent

Date