

**SACRAMENTO CITY UNIFIED DR SCHOOL DISTRICT**  
**Position Description**

|                        |                                     |                              |  |
|------------------------|-------------------------------------|------------------------------|--|
| <b>TITLE:</b>          | Facilities Maintenance<br>Laborer I | <b>CLASSIFICATION:</b>       | Classified Non-Management<br><br>(SEIU/Operations Support) |
| <b>SERIES:</b>         | None                                | <b>FLSA:</b>                 | Non-Exempt   |
| <b>JOB CLASS CODE:</b> | 9710                                | <b>WORK YEAR:</b>            | 12 Months  |
| <b>DEPARTMENT:</b>     | Facilities Maintenance              | <b>SALARY:</b>               | Flat Rate<br>Salary Schedule C                             |
| <b>REPORTS TO:</b>     | Assigned Supervisor                 | <b>CABINET<br/>APPROVAL:</b> | 05-19-17   |

**BASIC FUNCTION:**

Perform skilled grounds and garden maintenance and repair work, and operate heavy equipment, gang mowers, and other motorized equipment in the maintenance of District’s landscaped areas; assist in the repair and preventive maintenance of gang mowers and other equipment; cut, trim, and remove trees. 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:**

Facilities Maintenance Laborer I 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.)**

Operate a boom truck, dump truck, bobtail, trenching equipment, backhoe and attachments, loaders, bobcat, grader, forklifts, tractors, stump grinders, power washers, scissor lifts, and other related equipment; connect hydraulic attachments to bobcat. **E**

Operate a variety of grounds maintenance equipment, including a chipper machine, tree pruning equipment, gang mower, jack hammer, chainsaw, and other related equipment; set up roadblocks and reroute traffic when working on trees and asphalt. **E**

Conduct and maintain records of pre-trip and after-trip inspections, e.g., ensure that vehicles/trucks are released for service after repairs, trucks are not overloaded, brakes are not over the limit, no fluid leaks, and four-point tie down is utilized. **E**

Pave grounds and walkways with blacktop or asphalt; shovel hot blacktop or asphalt from the rear of a dump truck; utilize various asphalt tools, equipment, supplies, and possible use of a roller machine to flatten the material in compliance with Americans with Disabilities Act (ADA) and Division of State Architect (DSA). **E**

Drive and load trucks according to Gross Vehicle Weight Rating (GVWR); deliver furniture, supplies, or building materials; haul loads of dirt, sand, concrete, leaves, branches, bark, lumber, trash, and disposable items; calculate the required amount of materials to be used for asphalt, top soil, sod, and related bark grading jobs; and haul, load, and unload heavy equipment. **E**

Help install, repair, and replace underground facilities, e.g., electrical lines, sprinkler systems, and water and gas lines; keep drainage systems clear and in working order; and dig and cover trenches. **E**

Calibrate materials for spraying and applications of fertilizer; utilize various chemical, herbicide, or pesticide applications; wear protective equipment when spraying; and maintain daily spray sheets and logs to include materials used and appropriate notification to school sites according to law. **E**

Renovate and prepare athletic fields; chalk fields for all sports. **E**

Assist other trades in heavy manual labor. **E**

Perform general tasks related to grounds and garden maintenance. **E**

Participate in training for equipment use and maintenance. **E**

Assist with prioritizing work orders, calculate materials used, and time spent on each job on a daily basis. **E**

Respond to emergencies such as flooding, storm damage, sinkholes, fire damage, tree hazards, and cut back tree branches blocking District and school security cameras. **E**

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

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**

Assist 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 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**

Board up broken windows and clean up glass. **E**

Assist in the replacement, removal, and disposal of worn carpet, tile, linoleum, and drapes. **E**

Clean roofs and rain gutters. **E**

Conduct maintenance duties such as mowing, raking, sweeping, hauling, or cleaning; rough painting, concrete removal 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**

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

Maintain play areas, play boxes, and install/remove fiber as directed. **E**

Assist in transporting equipment, drive trucks, or equipment relating to the job. **E**

Perform related duties as assigned.

#### **TRAINING, EDUCATION AND EXPERIENCE:**

Graduation from high school or equivalent, and four years of building and grounds maintenance experience, heavy equipment operation, paving and concrete, or labor experience, preferably including expertise in horticultural work.

#### **LICENSES AND OTHER REQUIREMENTS:**

Hold and maintain a valid California Class C Driver's license and pass employee entrance evaluation (lifting test); and completion of Asbestos Awareness Training within six months of employment.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

- Landscaping gardening work including familiarity with common varieties of plants and their proper care.
- Operation, use, and maintenance of heavy equipment, gang mowers, and other motorized equipment.
- Methods, materials, and equipment used in various trades and general grounds maintenance work.
- Pest and weed control chemicals, materials, and techniques.
- Department of Transportation (DOT) laws and regulations related to assigned duties.
- Laws, rules, and regulations related to the application of herbicides and pesticides.
- Hydraulic equipment and mechanical operation.
- 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 the basic function of the position.
- Perform skilled grounds maintenance and repair work.
- Mow, edge, water, weed, fertilize, rake, and cultivate lawns, flowerbeds, athletic fields, and other landscaped areas.
- Operate gang mowers, heavy equipment, and other motorized equipment in the maintenance of District landscaped areas.
- Assist in the repair and preventive maintenance of gang mowers and other equipment.
- Cut, trim, and remove trees.
- Operate a gas operated and hand pump sprayer to apply herbicides and control weeds.
- Calibrate materials for spraying and application of fertilizers.
- Perform mathematical calculations.
- 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.
- Work an alternative work schedule which may include nights and weekends.

**WORKING CONDITIONS:****SAMPLE ENVIRONMENT:**

Indoor, outdoors, and shop environment; drive a vehicle to conduct work; noise from equipment, regular exposure to fumes, dust and odors; and 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; and 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; and exposure to flying debris or nails, chemicals and solvents. Subject to noise and fumes from equipment operation; exposure to chemicals and pesticides; large trees and power line hazards; repetitive hand motion; traffic congestion when rerouting traffic; slipping; flying debris; high pressure hoses; and may be exposed to fecal matter, snakes, insect bites/swarms, ant bites, and cuts from tools or materials.

(Former Classifications: Central Maintenance Laborer, Equipment Operator/Laborer, Labor-Gardner, and Labor-Gardener/High School)

**APPROVALS:**

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|--|-------|
| _____                                      | _____ |
| Union(s) Signature                         | Date  |
| _____                                      | _____ |
| Cancy McArn, Chief Human Resources Officer | Date  |
| _____                                      | _____ |
| José L. Banda, Superintendent              | Date  |