

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: SPECIAL MAINTENANCE WORKER (Range 28)

BASIC FUNCTION:

Under direction of an assigned supervisor, participate in the performance and repair work in a variety of skilled trades.

REPRESENTATIVE DUTIES:

Maintain and repair fixtures to include doors, door closers, window glass, floors, asphalt tiles, molding, locks and hinges. *E*

Install and maintain folding partition and overhead track, map rails, audio-visual screens, venetian blinds, window shades, vending machines and various physical education equipment and bleachers as assigned. *E*

Service and repair all electronically operated bleachers. *E*

Perform a variety of tasks required of a locksmith, including lock repairs, rekeying, and duplication of keys; prepare and maintain reports of related activities. *E*

Work in coordination with the office of Facilities Planning during the planning and implementation of construction or renovation of facilities to project departmental needs and workload related to hardware, keys, doors, windows and associated areas. *E*

Install and maintain various types of window film. *E*

Maintain display cases including the replacement of plexiglass. *E*

Service and maintain electronic basketball backboards. *E*

Service and maintain roll-up doors at various sites. *E*

Remove and replace theater seats. *E*

Service and maintain all curtains and canopies. *E*

Repair and maintain all lockers at applicable sites. *E*

Install and maintain all restroom partitions. *E*

Assist in the installation of building fire-fighting equipment and in modifications discussed with City Fire Marshal during inspections.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Operation and care of commonly used hand and power tools required in a variety of skilled maintenance trades.

Operation and maintenance of key duplication equipment.

Glazing materials.

ABILITY TO:

Follow oral and written directions.

Read and interpret blueprints and installation instructions.

Perform skilled maintenance work.

Prepare written and oral reports.

Develop projected needs for parts and equipment according to estimated workload.

Operate light and medium weight vehicle.

Establish and maintain effective relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: completion of the tenth grade and three years' experience in skilled maintenance trades including locksmith, hardware, glazing, carpentry or related mechanical trade areas.

LICENSES AND OTHER REQUIREMENTS:

Possess and maintain the appropriate California driver's license.

WORKING CONDITIONS:**ENVIRONMENT:**

Indoor and outdoor work environment.

Driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information

Reaching overhead, above the shoulders and horizontally.

Bending at the waist.

Lifting objects up to 50 pounds.

Seeing to perform various duties and inspect work.

Dexterity of hands, wrists, and fingers to operate assigned equipment and tools.