

CALAVERAS UNIFIED SCHOOL DISTRICT
3304 B Highway 12 - P. O. Box 788
San Andreas, CA 95249
209/754-2300

JOB TITLE: Maintenance/Utility
WORK YEAR: 260-Day

JOB DESCRIPTION: Under the general supervision of the Maintenance and Operations Supervisor, to perform the skilled operation of powered ground maintenance equipment, including mowers, tractors, trucks, trimmers, edger's, etc.; to perform grounds maintenance work; to perform related work as required.

ESSENTIAL JOB TASKS:

1. Assist skilled maintenance workers in projects concerned with their specialties by holding, lifting, positioning, transporting and security materials and equipment.
2. Learns to use power and hand tools to assist in duties.
3. Learns to do maintenance work on buildings, equipment and furnishings.
4. May learn to do pipe fitting, concrete work and roof repair.
5. Learns to operate truck, scissor lift, forklift and tractor.
6. Learns to move and arrange furniture and equipment for special functions.
7. Learns to drive District vehicles to procure parts and equipment.
8. Serves as substitute custodian.
9. Learns to clean equipment and tools.
10. Learns to serve as substitute on an occasional basis for persons performing skilled maintenance tasks.

KNOWLEDGE/SKILLS/ABILITIES:

1. **Knowledge of:**
 - * safe operation of hand and power tools.
 - * basic safety habits, i.e., lifting, bending, stretching, etc.
2. **Ability to:**
 - * learn to use power and hand tools in a safe and productive manner.
 - * demonstrate mechanical aptitude ability.
 - * learn to lift and carry moderately heavy loads utilizing proper physical safety measures.
 - * learn to follow established routines.
 - * follow written and oral instructions.
 - * work cooperatively with others.
 - * pass a physical for this position.
3. A High School diploma or equivalent.

4. Valid California Driver's License with proof of insurance.

SALARY: ***Placement on the CSEA Salary Schedule, Range E***

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.), and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Board Approved: February 15, 2011