

Facilities, Maintenance, Operations, and Transportation Assistant

Basic Function

Under the supervision of Projects and Facilities Supervisor, performs semi-skilled maintenance work in the alteration, repair and occasional new construction of equipment and structures, and does other Proposition W project work as required. Assists all personnel in the FMOT department such as grounds, skilled maintenance, facilities, and operations personnel in tasks and related work as required.

Job Relationships

Supervised by the Projects and Facilities Supervisor, works with FMOT personnel, and in contact with school personnel

ESSENTIAL FUNCTIONS

- Supports personnel in the Facilities, Maintenance, Operations, and Transportation (FMOT) department in completing tasks, projects, and daily work
- Supports projects and maintenance associated with Proposition W General Obligation Bonds and District work orders and projects
- Assists in alterations or repairs for the purpose of modifying, maintaining, and/or adapting facilities to specific needs
- Applies paint and related materials for the purpose of maintaining facilities in a safe, comfortable and operational condition
- Prepares surfaces for painting for the purpose of ensuring that they are ready for painting
- Assists in installation, maintenance and repair of electrical equipment for the purpose of maintaining them in a safe operating condition
- Assists in maintenance and repair of heating and ventilating equipment for the purpose of providing comfort within the facilities
- Assists in replacing and repairing plumbing fixtures for the purpose of providing preventive maintenance of plumbing systems
- Plant, mow, rake, edge, weed, water and fertilize flowers, shrubs, trees, lawns and fields.
- Operate trucks, power mowers, sprayers, tractors, edgers, trimmers and use other gardening tools including but not limited to shovel, pick, hand and power tools.
- Erect barriers around newly planted areas
- Cultivate and prepare grounds for planting; move trees, shrubs and flowers.
- Sweep sidewalks, clean planter boxes, school grounds, and other assigned areas.

- Service and make minor repairs to power mowers, edgers and other assigned equipment.
- Assists all FMOT personnel to include grounds, custodial, storekeeper, and _____ as required for to support them in the completion of their work activities and/or as a substitute in their absence
- Clean school facilities (classrooms, offices, multipurpose rooms, grounds) for the purpose of maintaining a clean and safe learning environment.
- Remove all trash and debris from classrooms, school campus, and as required to maintain attractive school facility.
- Deliver and arrange necessary furnishings and equipment, in a timely manner, for classrooms, all scheduled meetings, school event, and classroom activities.
- Deliver supplies, equipment, and a variety of large items (supplies, furniture, equipment, materials) to appropriate staff or facility locations.
- Comply with District approved Custodial Standards of Cleanliness and Safety.
- Maintain communication via 2-way radio with designated site personnel.
- Wraps and packs parcels and goods, loads, unloads, and delivers supplies, furniture, materials, food, books and equipment from District warehouse to schools and departments, from school to school and from schools and departments to the warehouse.
- Perform other duties as assigned.

KNOWLEDGE OF:

- Methods and use of materials, tools and equipment used in general maintenance, plumbing, electrical, painting, construction, and custodial functions
- Standards for safe use and storage of equipment, machinery, chemicals, and pesticides
- Standards for safe disposal of materials, chemicals and pesticides
- Basic methods and tools used in planting, cultivating and caring for lawns, flowers, shrubs and trees.
- Modern cleaning and sanitation methods, materials, tools and equipment.
- Safe work practices.

ABILITY TO:

- Stand for prolonged periods of time
- Lift, carry, push, pull, reach, handle small objects
- See for visual acuity and depth perception
- Read English for comprehension
- Follow oral and written instructions
- Work independently with minimum supervision
- Use district-approved cleaning agents, supplies, and equipment.

EDUCATION:

- Minimum of a high school diploma or equivalent
- Additional schooling or training desired in area of essential functions

EXPERIENCE:

- Two years of successful employment in maintenance, custodial, grounds, construction, or related field desired
- Any combination of experience, training and/or education to demonstrate proficiency in the knowledge and abilities listed

LICENSES AND OTHER REQUIREMENTS:

- Valid CA driver's license and current auto insurance required

POST OFFER REQUIREMENTS

- Passage of appropriate skills test
- Passage of basic English reading and writing test
- Fingerprint clearance from the Department of Justice and FBI
- Tuberculin skin test before employment and every four years thereafter or a chest x-ray

ENVIRONMENT

- Works partially indoors in a shop or in a school setting
- Works partially outdoors on the playground, lunch area, in and around the schools and district office
- Works with motorized equipment, sharp tools, and moving parts
- Exposure to dust, chemicals, pesticides, insects, and animals
- Exposure to seasonal changes in temperature, climate, sun, wind, and rain
- Exposure to blood-borne pathogens and communicable diseases
- Constant interruptions with a varied schedule

PHYSICAL DEMANDS:

- Hearing and speaking to exchange information in small groups and with individuals
- Dexterity of hands and fingers to manipulate small objects
- Frequent standing, walking, kneeling, bending, squatting, reaching, twisting, on varied and/or uneven surfaces
- Occasional lifting, carrying, maneuvering, and moving of heavy objects
- Must be able to lift and/or move up to 50 pounds
- Specific vision abilities required that include close vision, color vision, and the ability to adjust focus

Board approved: 11/12/13

Replaces Job Description of Maintenance Assistant