

SKILLED TRADES WORKER

DESCRIPTION

Under the direction of the Maintenance, Operations and Transportation (MOT) Director, the Skilled Trades Worker performs a variety of semi-skilled to skilled repair and remodel work on facilities, structures and grounds. The Skilled Trades Worker participates in the construction, repair, cleaning and operations of building, equipment and grounds.

MINIMUM QUALIFICATIONS

The Skilled Trades Worker position requires the ability to:

- Read plans, drawings and specifications relating to the repair and remodeling of District facilities
- Perform semi-skilled to skilled maintenance work independently as instructed or assist skilled maintenance trades personnel
- Operate a variety of maintenance equipment and machines including hand and power tools, such as saws, drills, sanders, etc.
- Perform a variety of tasks associated with cleaning, repair, maintenance and upkeep of equipment, classrooms, offices, building, and grounds
- Safely operate tools and equipment commonly used in the basic trades and in custodial work
- Establish and maintain effective working relationships with those contacted in the course of work
- Comply with schedules and meet deadlines
- Understand and carry out oral and written instruction
- Pass required background checks and clearance

Certifications:

- California Driver's License
- Current First Aid and CPR certification
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KNOWLEDGE OF:

Methods, equipment and materials used in maintenance and repair work.

Basic shop math.

Appropriate safety precautions and procedures, relating to construction and repair work.

Basic record keeping techniques.

DUTIES

- Perform a variety of maintenance and repair work independently or with assistance as instructed
- Assist skilled trade personnel in the maintenance and modification of school buildings, facilities and grounds
- Install and repair carpets, drapes, plaster, drywall, floor tile, ceiling tile, vents, screens, partitions, windows and doors
- Install and repair fencing, signs and minor block work
- Repair, assemble and install furniture, shelving, counters, bulletin boards, cabinets and chalk/white boards. Move furniture and set-up for special events

- Perform concrete and asphalt work. Install forms, mix, pour and finish concrete. Patch and repair concrete walks and structures, potholes, cracks and cuts in asphalt surfaces
- Perform minor structural repairs to roofs, walls, partitions, ceilings and other building elements
- Perform semi-skilled plumbing work such as replacing broken pipe, cutting and threading pipe, cleaning stopped drains and sewers, and replacing and maintaining washers, valves, fittings and other components
- Perform routine maintenance and repairs to doors, doorknobs, locks, hinges, closures, strike plates and panic bars
- Operate and maintain a variety of equipment and machines such as trucks, tractors, towing trailers saws, drills, grinders, sanders, etc
- Prepare surfaces for painting; do minor painting as necessary
- Haul garbage, waste and recycling to collection facilities
- Coordinate, assist and supervise projects with varied work groups, work crews, students and volunteers
- Perform custodial, grounds, or maintenance duties as assigned by the MOT Director
- Sweep, scrub, mop and wax floors; vacuum rugs and carpets; dust and polish furniture, woodwork and metal work; empty trash; clean blinds, windows, chalk/white boards
- Pick up debris; mow and edge lawn; pull weeds; shovel bark and sand; blow off and power wash sidewalks and playground; plant, fertilize and water shrubs; re-seed and aerate lawn
- Work efficiently and in compliance with applicable codes
- Complete work orders, such as changing lights, painting surfaces, unclogging plumbing, setting up equipment, removing graffiti and repairing vandalism and performing basic electrical and HVAC repairs
- Inventory, stock, and request maintenance supplies when needed
- Secure facility and set alarm system as required
- Clean and disinfect restroom walls, doors, and fixtures
- Set up for special events
- Participate in staff development as required

The above statements are intended to describe the general nature of work being performed. They are not intended to be an exhaustive list of all duties and responsibilities

WORKING CONDITIONS

- Weather: Exposure to hot, cold, wet, snowy, humid, or windy conditions caused by weather
- May be required to climb ladders, scaffolding, and walk on roofs and other high places
- May be required to work in close or confined areas
- Heat: Exposure to non-weather hot temperatures
- Noise: Expose to intermittent sounds of a pitch of level sufficient to cause marked distraction. Level: moderate to loud
- Atmospheric conditions: Exposure to conditions, such as chemical fumes, noxious odors, dust, mist, gases, and poor ventilation, that affect the respiratory system, the eyes, or the skin

- Hazards: moving equipment, electrical shock from using electrical equipment, high exposed places, radiant energy, explosives (gasoline), cleaning solvents

WorkSTEPS®
Authorization for Job Specific Testing

Jamestown School District understands that an ergonomic job analysis must be completed in order to meet the requirements for the American's with Disabilities Act (ADA). One of the outcomes of the ergonomic job analysis is the determination of one or more job specific tests that will either qualify or disqualify the post-offer or post employment (fit for duty) candidate for the position.

For the position
of
Skilled Trades Worker
PDC Level: Heavy

The Company representative hereby acknowledges the following as valid job specific tests:

Job Specific Test I Applicant must be able to lift a 100 pound object from the floor to a height of 32 inches, and push it onto that height; (loading buffer onto a truck) replacing it back on the floor.

Job Specific Test II Ladder Climb 40 rungs (ascend/descend 4 rungs ten times)

Job Specific Test III Repetitive activities to include:
Squat 20 times, Reach Overhead 20 times, Kneel 1 minutes, Walking 200 yds/2min. (treadmill 3 mph/2 min)

The Company representative hereby acknowledges the following as valid physical requirements:

1. Employee lifts/carries 115 occasionally (less than 33% of the time).
2. Employee lifts/carries 50 frequently (34-66% of the time).
3. Employee lifts/carries 25 constantly (67-100% of the time).
4. Employee's position requires pushing a maximum force of 94 on objects.
5. Employee's position requires pulling a maximum force of 94 on objects.

Pass/Fail Criteria (must meet this level prior to Job Specific Testing):

100 pound floor to knuckle lift.
45 pound knuckle to shoulder lift