

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: FACILITIES WORKER

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform unskilled to semi-skilled work in the maintenance, construction, and repair of District property, facilities and equipment. To maintain, in an effective and efficient manner, facilities throughout the District in a condition of safety, neatness and proper performance. This entails performing a variety of tasks and operations to assist skilled trades personnel including but not limited to minor maintenance of heating, ventilating and air conditioning (HVAC) systems, and other equipment including general electrical, plumbing, painting, carpentry, mechanical, framing, hardware, roofing, glazing, concrete and tile work. Receive, load, pick up and deliver a wide variety of materials including parts, construction and/or maintenance materials, mail, furniture, books, testing materials and other items and distribute to various school sites and locations. Unlock and secure facilities as needed to support Facilities Services.

REPRESENTATIVE DUTIES:

Repair, replace playground equipment

Repair, replace and maintain gates and fences.

Repair and maintain asphalt paving and concrete.

Mix, pour and assist in finishing cement.

Load, unload, assemble and transport equipment, materials, supplies and furniture; install equipment and furniture as required.

Dig ditches, trenches and holes; clean storm drains and gutters; drag and grade track as required.

Operate a variety of equipment and machines; jack hammers, drills, saws, lifts, tractors, trucks and trailers, forklift, trencher, shovels and other hand and power tools and equipment.

Operate water and/or sand blaster to remove graffiti or prepare surfaces for painting.

Maintain routine records related to maintenance assignments and activities as required.

Maintain District equipment, machines and vehicles in a clean and usable condition.

Perform unskilled and semi-skilled activities to assist skilled trades personnel in: plumbing, painting, carpentry, heating, electrical, masonry, metal work, glazing, concrete, tile work, roofing, flooring, welding, and/or mechanical work including mechanical maintenance work in the general installation, maintenance, alteration, and servicing of heating, ventilating, air conditioning, and refrigeration equipment and related equipment and facilities.

Performs minor plumbing repairs including unclogging drains and fixtures.

Make emergency repairs and adjustments to equipment and apparatus.

Performs routine oiling, adjusting, cleaning, and monitoring of a variety of motorized and mechanical equipment.

Clean and/or replace HVAC filters as necessary.

Check and adjust temperatures of HVAC thermostats.

Follow District policies and procedures.

Respond to District security and emergency services as per Government Code, sections 3100 - 3102.

Establish and maintain effective working relationships with those contacted in the performance of required duties and maintain flexibility with respect to assignments, duties and facility issues as they arise.

Handles all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.

May provide or recommend topics for in-service training in Facilities Services.

Works with outside contractors and vendors.

Participates in District in-service training as required.

Performs other related duties as related to job description.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Methods, equipment and materials used in unskilled to semi-skilled maintenance, construction and repair.

Proper methods of basic measurement.

Safe and proper use of hand and power tools in maintenance, construction and repair work.

Safe and proper methods of handling and storing equipment, materials and supplies.

Basic simple record-keeping techniques.

Proper usage of English, writing and math.

Safe working practices and procedures.

Safety rules and regulations for this position.

ABILITY TO:

Learn and maintain methods, practices, equipment and materials used to perform unskilled and

semi-skilled work in various building and construction trades including, but not limited to: plumbing, carpentry, painting, electrical/electronic, locksmith, HVAC, framing, hardware, roofing, glazing, concrete, tile work and mechanical repair.

Learn and maintain building construction practices, laws and safety rules related to the construction and repair of public school buildings.

Learn and maintain framing, hardware, mechanical, electrical, plumbing, carpentry, painting tools, equipment and supplies and their care and use.

Perform unskilled and semi-skilled work in the maintenance, construction and repair of District property, facilities and equipment.

Maintain routine records.

Operate and maintain a variety of vehicles, equipment and machines used in maintenance work.

Understand and follow written and oral directions.

Be punctual and dependable.

Work cooperatively and effectively with others.

Learn and follow appropriate health code and safety practices and procedures.

Perform work of an active nature, to stand for extended periods of time, walk up to 400 yards, and manipulate (lift, carry, move) weights of up to 30 pounds frequently and 50 pounds occasionally using safe and proper equipment.

Push, pull and guide materials of weights up to 30 pounds frequently and 50 pounds occasionally using safe and proper equipment.

Climb, stoop, kneel and crouch on a regular basis.

Have sufficient hand-eye coordination, hand and finger dexterity including ability to grasp and visual acuity to operate specialized equipment, read data and safety information.

Hear machinery sounds and alarms.

See near and far, read printed materials and see moving objects.

Carry on ordinary conversations.

EDUCATION AND EXPERIENCE:

The position requires a high school diploma or equivalent plus two years training and/or experience in the area of general maintenance or construction.

LICENSES AND OTHER REQUIREMENTS:

Must use safety equipment designated for this position. Possess and maintain a valid California Driver's License.

WORKING CONDITIONS:

Work includes indoor and outdoor environment; subject to adverse weather conditions, heat, heavy lifting, climbing and exposure to chemicals and fumes.