



MAINTENANCE LABORER

JOB SUMMARY

Under immediate supervision, perform a variety of unskilled and manual labor work in the construction, repair and maintenance of District property; safely operate a variety of hand and power tools and equipment; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Serve as a laborer to assist journey-level trades with the performance of electrical, carpentry, plumbing, plastering, painting, HVAC, glazing, sheet metal and other similar tasks. *E*
- Perform unskilled and manual labor work such as transporting and moving building and warehouse materials, digging trenches and excavations, assisting in erecting scaffolding, digging and driving fence posts, tarping job sites, and cleaning job sites and shop areas. *E*
- Break up and remove broken concrete and asphalt; shovel, spread and tamp asphalt; mix and spread concrete. *E*
- Pick up, load, unload, lift, and carry a wide variety of maintenance materials, equipment and supplies. *E*
- Set up and take down safety cones, barricades and flashers; work as a flag person in areas where equipment and personnel may obstruct traffic and sidewalks. *E*
- Operate a variety of hand and power tools and related maintenance equipment including a jackhammer, post driver, and sledgehammer. *E*
- Maintain vehicles, equipment, tools, work sites and other work areas in a clean and orderly condition; remove trash and debris; wash and fuel District vehicles and maintenance equipment. *E*
- Assist with moving, transporting, and distributing warehouse materials, equipment and supplies; operate a forklift and pallet jack to conduct work. *E*
- Prepare routine records and reports related to assigned activities; drive a District vehicle to conduct work. *E*
- Attend a variety of meetings and in-service trainings. *E*
- Perform related duties as assigned.

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

A Maintenance Laborer serves as a laborer for journey-level trades including electrical, carpentry, plumbing, plastering, glazing, and sheet metal. Incumbents perform a variety of unskilled and manual labor work in the construction, repair and maintenance of District property under immediate supervision. The Maintenance Laborer classification is distinguished from the Building Maintenance Worker classification in that the work performed is unskilled or manual labor under immediate supervision. The Building Maintenance Worker performs semi-skilled and skilled general maintenance duties with some independence of discretion and judgment related to work performed. Building Maintenance Workers may perform more simple kinds of repair and maintenance work independently.

EMPLOYMENT STANDARDS**Knowledge of:**

Methods, equipment and materials used in general maintenance work.
Methods and techniques for safe handling and movement of materials, supplies and equipment.
Operation of hand and power tools and related maintenance equipment.
Safe work practices.
Basic math.
Basic record-keeping and report preparation techniques.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Proper lifting techniques.

Ability to:

Perform heavy physical or manual labor for extended periods of time.
Understand and follow oral and written directions.
Operate hand tools and power tools and related maintenance equipment.
Operate a vehicle observing legal and defensive driving practices.
Observe health and safety regulations and practices.
Maintain work pace appropriate to given workload.
Perform simple and repetitive tasks.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and timelines.
Add, subtract, multiply and divide.
Prepare and maintain routine records and reports related to assigned activities.
Communicate effectively both orally and in writing.

Education and Training:

Equivalent to completion of eighth grade.

Experience:

Six months of general maintenance, custodial or grounds experience involving heavy physical labor.

Any combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Possession of a valid class C California Driver's License is required at the time of appointment and evidence of a safe driving record is required.

An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing.

Some positions in this classification may require valid Forklift Operator Certification within six months of employment. Certification will be provided by the District.

Incumbents are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, asbestos and lead. Incumbents in this class are required to wear protective clothing, gear, and equipment as required by law and provided by the District.

WORKING ENVIRONMENT

Indoor and outdoor work environment.
Seasonal heat and cold or adverse weather conditions.
Walking on rough and uneven surfaces.
Exposure to fumes, dust and odors.

PHYSICAL DEMANDS

Heavy physical labor.
Lifting, carrying, pushing or pulling moderately heavy objects and carts weighing approximately 50 pounds, and with assistance up to approximately 100 pounds.
Seeing to perform assigned activities.
Bending and twisting at the waist, stooping, crouching, and kneeling.
Hearing and speaking to exchange information in person.
Dexterity of hands and fingers to operate tools and equipment.
Stretching or reaching overhead and horizontally.
Working on ladders, scaffolding and at heights.
Ascend and descend ladders, stairs and ramps.
Standing and walking for extended periods of time.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

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