

**GENERAL MAINTENANCE WORKER**  
(Range 27)

**DEFINITION**

Under general supervision, perform maintenance and repair work for buildings and grounds, and perform other related duties as required or assigned.

**DISTINGUISHING CHARACTERISTICS**

The general maintenance worker is a single class position in the maintenance series, which requires independent performance of a wide variety of semi to skilled level work and the exercise of sound judgment.

**ESSENTIAL FUNCTIONS**

- Perform duties independently;
- Prioritize multiple tasks;
- Interact with the public, students, faculty and staff (in a friendly and helpful manner);
- Assist in moving, loading, transporting furniture, equipment and materials;
- Set up rooms for instruction, meetings, or administrative functions;
- Pick up and dispose of refuse;
- Turn lights on and off, lock doors of buildings;
- Replace light bulbs as needed;
- Report safety, sanitary, and fire hazards;
- Perform routine grounds keeping, including irrigation, weed control, (utilizing hand and power tools) fertilizing, pruning, and mowing;
- Operate a wide variety of power equipment and hand tools;
- Use and dispose of chemical fluids;
- Monitor the general condition of buildings including but not limited to light bulbs, fire extinguishers, and electrical systems;
- Trouble shoot and perform repair as needed including but not limited to patching, painting, building, plumbing, adjusting, mending, and replacement;
- Estimate the scope and cost of work assignments and select necessary tools and materials to complete the job;
- Inform supervisor of work requests from staff, faculty, and public;
- Consult with the Director of Physical Plant, as required or assigned;
- Assign and oversee the work of student workers;
- Operate and use tools and equipment required to perform duties;
- Conform to safety standards and regulations in the performance of duties;
- Perform custodial duties as needed;
- Set time clocks for lights and HVAC equipment;
- Establish and maintain cooperative working relationships;
- Work at a desk, conference table, or in meetings of various configurations;

- Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students; and of staff and students with physical and learning disabilities;
- See for the purpose of reading instructions and operating tools and equipment at a level to perform duties;
- Hear and understand speech at normal levels;
- Speak so that others will be able to understand normal phone and in-person conversation;
- Understand and carry out oral and written direction;
- Bend and twist, push and pull, stoop, kneel, crawl;
- Lift 100 pounds and/or carry 50 pounds;
- Reach in all directions;
- Work at heights;
- Ascend and descend ladder;
- Perform other related duties as required.

ESSENTIAL FUNCTIONS OF PARTICULAR POSITIONS WITHIN CLASSIFICATIONS MAY VARY BECAUSE JOB DUTIES MAY VARY BY WORK LOCATION.

## **DESIRABLE QUALIFICATIONS**

### **EDUCATION:**

- Equivalent to graduation from high school; vocational course work and/or apprenticeship training in one or more building or grounds trades; associate degree preferred.

### **EXPERIENCE:**

- Two years of general work experience, including building repair and grounds maintenance.

### **LICENSE:**

- Valid California driver's license.

### **KNOWLEDGE:**

- Tools, equipment, methods and terminology used in maintenance and grounds keeping;
- Supplies and materials used in maintenance and grounds keeping;
- Correct and safe work practices;
- Materials Safety Data Sheets and Hazardous Communication Regulations;
- Proper lifting techniques;
- CPR and First Aid.

CCCUE Negotiation: 2/98  
Board of Trustees Approval: 3/4/98