



Sequoia Union High School District

Job Description

JOB TITLE:	School Maintenance and Operations Worker
REPORTS TO:	Plant Manager
CLASSIFICATION:	Classified
SALARY SCHEDULE:	12.5
WORK - YEAR / HOURS:	12 months / 7.5 hours
LOCATION:	Various
BOARD APPROVAL:	11/5/97

DEFINITION

Under general supervision, to operate and maintain boiler systems; to operate and maintain pools and pool systems; to perform limited repair and maintenance; to open schools in the morning, perform custodial work, room set up, and otherwise assist in operations; and to perform related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is a semi-skilled classification performing a variety of routine maintenance and operations duties at a school site. This classification is distinguished from other maintenance-related classes by its focus on pool and boiler operations.

EXAMPLES OF DUTIES

- Monitors and adjusts temperature and pressure of steam heat boilers; inspects boilers and heating apparatus for proper operating condition;
- Drains sediment from boiler steam traps;
- Performs preventive maintenance on boiler and heating apparatus, including lubrication, cleaning, changing filters, changing and tensioning fan belts and pulleys;
- Conducts routine chemical tests of pool water including chlorine, pH, calcium chloride, and bromine;
- Adds chemicals or adjusts automatic feed mechanisms to ensure proper balance in pool water, using tables to determine necessary quantities;

- Backwashes pool filters, skims debris, and sweeps, vacuums and scrubs pool floors, walls, and sides;
- Inspects, repairs and changes combinations on school lockers;
- Performs a variety of basic maintenance and repairs, such as replacing restroom dispensers, repairing hand railings; adjusting doors, windows and hinges; unclogging toilets; replacing valves, installing blackboards, repairing furniture, and changing light bulbs;
- Notifies maintenance staff of major repairs needed involving plumbing, electrical, carpentry, locksmithing, glazing or other skilled work;
- Sweeps, hoses, and uses blowers to clean outdoor deck areas and walkways;
- Sweeps, mops and cleans up spills and debris requiring attention prior to custodians' arrival;
- Maintains records of inspections, adjustments, and status of systems;
- Coordinates with plant manager on scheduled and requested maintenance priorities; takes messages and initiates appropriate responses in his/her absence; notifies plant manager or others of security issues;
- Unlocks school buildings, deactivates alarms, and opens parking lots.

QUALIFICATIONS

Knowledge of:

- Methods, materials and equipment used in pool maintenance including chemical testing and adjustment, cleaning, and operations.
- Basic hand and power tools used in routine maintenance and repairs.
- Boiler operations, adjustment and monitoring.
- Safe working practices.

Skill in:

- Using basic hand and power tools.
- Identifying malfunctions in pool and boiler equipment and making corrections or determining if more comprehensive repairs are needed.
- Reading and interpreting standard tables used in balancing pool chemistry.
- Keeping simple records of pool and boiler conditions and work performed.
- Understanding and following oral and written instructions.
- Working independently.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

A typical way of gaining the knowledge and skills outlined above is:

Equivalent to sufficient education to provide the necessary knowledge and skill; and one year of experience in general maintenance, boiler operations, or pool maintenance.

PHYSICAL REQUIREMENTS

The physical abilities required of this classification may include the following:

- Vision sufficient to read pool chemical tables and inspect equipment and pool water.
- Speech and hearing sufficient to receive and relay information and instructions.
- Manual dexterity to operate tools and equipment.
- Physical strength and mobility to lift chemical bags and equipment weighing up to 50 lbs. and perform physical labor throughout the day.
- Walking, standing, stooping, kneeling, reaching and climbing stairs.
- Ability to work in controlled exposure to pool chemicals and equipment lubricants.

OTHER REQUIREMENTS

Must possess certification equivalent to Certified Pool/Spa Operator.