



# MOUNTAIN VIEW SCHOOL DISTRICT

## Personnel Services

### To Create an Eligibility List / OPEN

*Applications with missing documents will be disqualified.*

**POSITION:** Maintenance Worker II  
**SALARY RANGE:** \$3,890 to \$4,502 per month  
**HOURS:** 8 hours per day/12 months (6:00 a.m. – 2:30 p.m.)  
**CLOSING DATE:** November 21, 2017 at 4:00 p.m.  
**TEST DATE:** November 28, 2017 at 10:00 a.m.

#### DEFINITION:

Under general supervision, to perform semiskilled and skilled maintenance, repair, and construction tasks pertaining to school facilities, offices and large building; to assist other maintenance personnel in the performance of semiskilled and skilled functions in one or more building and maintenance trade areas; and to do other related work as required.

#### ESSENTIAL DUTIES:

1. Performs semiskilled and skilled tasks of a general nature in maintenance, repair, and construction work in the basic maintenance trades, including carpentry, painting, electrical, plumbing, locksmithing, carpet and tile installation, and metalsmithing.
2. Performs a variety of functions in the construction, installation, and maintenance of roofs, furniture, fences, playground equipment, cabinets, shelving, chalkboards, bulletin boards, and a variety of other structures and fixtures.
3. Assists in or performs the installation, repair, and maintenance of gas and water lines.
4. Installs and replaces door and window glass.
5. Makes minor electrical installations and repairs.
6. Adjusts, repairs, and maintains electrical equipment and a variety of apparatus and devices.
7. Assists in the repair and maintenance of heating, ventilation, and cooling equipment.
8. Replaces or repairs carpeting and floor tile.
9. May assist in or perform the installation, repair and maintenance of door locks and closures.
10. Prepares surfaces, mixes paints and apply finishes to a variety of equipment, furniture, school, and physical structure.
11. May weld metal parts together using gas and electric welding process, and fabricates metal and sheet metal structural fixture.
12. Operates equipment, such as a light truck, tractors, and other related motorized equipment.

#### QUALIFICATIONS:

Knowledge of:

1. Basic methods, techniques, materials, tools, and equipment used in maintenance, repair, and construction functions.
2. Rules, regulations and operational procedures pertaining to the repair, maintenance, and construction of school buildings, machines, and equipment.
3. Safe working methods and procedures.

Ability to:

1. Skillfully use a variety of tools and equipment utilized in one or more of the basic maintain trades.

Ability to: (continued)

2. Work from blueprints, shop drawings, and sketches.
3. Maintain simple records and prepare reports.
4. Understand and carry out oral and written directions.
5. Establish and maintain cooperative working relationships.

**EXPERIENCE AND EDUCATION:**

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

**Experience:**

Two years of experience as a semiskilled or skilled worker in one or more of the basic maintenance trades.

**Education:**

Equivalent to the completion of the twelfth grade, supplemented by specific training in one or more of the maintenance trades.

**License Requirement:**

Possession of a valid California Motor Vehicle Operator's License.

**Condition of Employment:**

- Insurability by the District's liability insurance carrier.
- Must receive asbestos awareness training within the first 60 days of employment.
- May receive additional ACBM training if the employee works in an area in which asbestos building materials may be disturbed.

**Benefits:** Permanent full-time employees receive \$7,833.10 toward the purchase of medical, dental, and vision coverage. Benefits for permanent part-time employees are prorated according to the number of hours worked per week.

**APPLICATION PROCEDURE:** *Applications with missing documents will be disqualified.*

Interested applicants must submit the following to **Veronica Frausto**, Personnel Services by:

**November 21, 2017 by 4:00 p.m.**

1. Application
2. Copy of High School Diploma or Equivalent (*if not in file*)
3. Resume
4. Two current letters of recommendation (*preferably by a Supervisor*)
5. Valid California Driver's License

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**