CLASS TITLE: MAINTENANCE WORKER/WAREHOUSE OPERATOR

BASIC FUNCTION:

Under the direction of the Business Services Supervisor, drive a District vehicle to provide delivery services; perform a variety of general and semi-skilled duties in the maintenance and repair of assigned facilities, utilities and equipment; perform a variety of duties related to the shipping, receiving, storing and issuing of District equipment and supplies.

REPRESENTATIVE DUTIES:

Drive a District vehicle to various locations to pick up and deliver goods including documents, deposits, mail, supplies, furniture and equipment; load truck with appropriate supplies and equipment, assure deliveries comply with quantity and product specifications.  

Perform a variety of general and semi-skilled duties in the maintenance and repair of assigned facilities, utilities, grounds and equipment, including minor tasks in electrical work, carpentry, plumbing and painting; assure a safe environment for students and staff.

Perform a variety of duties related to the shipping, receiving, storing and issuing of District supplies, equipment and other assigned goods; assure supplies, equipment and other goods are delivered in a timely manner.

Receive, unload and inspect shipments for damage and conformity to purchase order specifications and packing slips; review shipments for accuracy; contact vendors regarding shortages, damaged goods or other discrepancies; tag equipment for inventory identification.

Shelve and store items received in the appropriate section of the warehouse; design and lay out warehouse storage areas and shelf arrangements; maintain warehouse and vehicle in a safe, clean and orderly manner.

Fill and process requisitions; pull, pack and prepare items or supplies for delivery according to established procedures; unload and issue stock in accordance with approved requisitions; prepare and weigh damaged, excess or incorrect items for return to vendors.

Perform a variety of general maintenance and carpentry tasks; construct, alter, repair, replace and inspect structures including cabinets, shelves, partitions, accessories, bulletin boards, counters, doors, paneling, window frames, walls, door locks and a variety of special fixtures; assemble and repair furniture; replace tiles and carpet as needed.

Perform troubleshooting and minor repair to electrical fixtures, equipment, systems and other installations; replace light fixtures, ballasts, switches, fuses, outlets and other electrical accessories; trace out wiring, perform diagnostic tests on system components and replace defective wires and parts.

Established August 2002
Perform a variety of plumbing duties in the maintenance and repair of faucets, drinking fountains, toilets, urinals, sinks, pipes, valves, pumps and other fittings and fixtures; inspect and repair leaks, obstructions and general system failures. E

Prepare surfaces for painting; apply a variety of surface coatings such as paint, stain, varnish, enamel, lacquer or other protective or decorative finishes; operate a brush, roller or spray gun to apply a variety of surface coverings to various surfaces. E

Prepare and maintain a variety of records and reports related to purchase orders, deliveries, supplies, record retention, equipment, inventory, maintenance, repairs and assigned activities; establish and maintain filing systems. E

Operate a variety of warehouse and maintenance equipment including forklifts, pallet jacks, dollies, drills, saws and various other hand and power tools; utilize a variety of office equipment including a calculator, copier, computer and assigned software; arrange for vehicle and equipment maintenance and repairs as appropriate. E

Communicate with District personnel and outside agencies to exchange information, coordinate activities and resolve issues or concerns related to purchase orders, deliveries, discrepancies, inventory, maintenance, repairs and assigned activities. E

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Basic methods, practices and terminology used in warehouse and delivery operations
- Methods, materials, tools, terminology and equipment used in the building maintenance trades including electrical work, carpentry, plumbing and painting
- Use and terminology of requisitions, purchase orders, invoices and other warehouse documents
- Operation of a truck fork lift, pallet jack and other warehouse equipment
- Proper methods of storing equipment, materials and supplies
- Requirements of maintaining facilities, utilities and equipment in good repair
- Operation of a wide variety of hand and power tools and equipment
- Shipping and receiving procedures
- Applicable building codes, ordinances, fire regulations and safety precautions
- Health and safety regulations and procedures
- Record-keeping and report preparation techniques
- Oral and written communication skills
- Traffic laws, defensive driving techniques and rules of the road
- Proper lifting techniques
- Basic mathematics

**ABILITY TO:**

- Drive a District vehicle to various locations to pick up and deliver goods
MAINTAINANCE WORKER/ WAREHOUSE OPERATOR (continued)

Perform a variety of general and semi-skilled duties in the maintenance and repair of assigned facilities, utilities and equipment
Perform a variety of duties related to the shipping, receiving, storing and issuing of District equipment and supplies
Operate a truck, forklift, pallet jack and a variety of hand and power tools
Inspect, diagnose, maintain, repair or replace a variety of parts and equipment
Work independently with little direction
Operate a computer and assigned software
Understand and follow oral and written instructions
Observe legal and defensive driving practices
Communicate effectively, both orally and in writing
Establish and maintain cooperative and effective working relationships with others
Prepare and maintain records and reports
Observe health and safety regulations
Add, subtract, multiply and divide quickly and accurately
Plan and lay out work
Meet schedules and timelines

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years experience including general maintenance, warehouse and delivery duties.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver’s license

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment
Regular exposure to fumes, dust, dirt, oil-grease
Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of tools and equipment
Hearing and speaking to exchange information
Seeing to perform maintenance duties and read a variety of materials
Lifting, carrying, pushing or pulling heavy objects as assigned by the position
Reaching overhead, above the shoulders and horizontally
Bending at the waist, stooping, kneeling or crouching
Climbing ladders and working from heights
Sitting or standing for extended periods of time
Heavy physical labor
HAZARDS:
Working in a cramped or restrictive work chamber
Working around and with machinery having moving parts
Working at heights
Power saws and flying debris or nails
Exposure to fumes from paints and solvents
Driving a vehicle during adverse weather conditions