

**Val Verde Unified School District**  
**Job Analysis**  
**MAINTENANCE UTILITY WORKER II**

**Employee's Name:**     [Employee Name](#)

**Location/Department:** [Location/Department of Employee](#)

<b>IDENTIFICATION OF JOB FUNCTION</b>
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Under supervision, to assist in performing skilled or semi-skilled maintenance, construction and repair work in one or more of the building and construction trades; to assist with repair and maintenance of electrical, plumbing, heating and air conditioning systems, locksmithing, glazing; to do general carpentry, painting and maintenance work; and to do related work as may be required.

<b>GENERAL INFORMATION</b>
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Incumbents in this class may be required to work in any of the building and construction trades utilized by the District. In general, incumbents work under the direction of a Multi-Skilled Maintenance Person III as a helper or independently, however, the skill required in any field is less than would be required of a Multi-Skilled Maintenance Person III. The duties listed below are representative of the collective duties of positions assigned to this class; however, no one position will normally perform all of these duties

**Staffing:**

Maintenance Utility Worker II employees are assigned to the District Office and report to sites/departments as needed.

**Hour Structure:**

The hours of employment vary significantly depending on the needs of the school and the District. The District employs Maintenance Utility Worker II personnel that work 8 hour schedules per day. Employees may work on weekends

<b>EDUCATION AND EXPERIENCE</b>
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**Education:** Individuals possessing the experience, knowledge and abilities listed herein are considered to possess the necessary education.

**Experience:** Two (2) years of responsible experience in one or more of the general construction building trades or one (1) year of experience in the Val Verde Unified School District in an area in which an incumbent has acquired competence at a skilled level.

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#### KNOWLEDGE AND ABILITIES

**Knowledge of:** Tools, materials and standard practices used in the various building and construction trades; applicable building and construction codes and regulations; and appropriate precautions and procedures.

**Ability to:** Use hand and power tools, shop equipment, materials skillfully and safely; read and interpret plans, specifications, blue prints and working drawings; perform and learn to perform other areas of general maintenance and repair work; perform shop math; understand and carry-out oral and written instructions; work cooperatively with those contacted in the course of work.

#### DUTIES AND RESPONSIBILITIES

##### **Essential Functions: (E= Essential Functions)**

- Inspects, repairs or installs, tests, services and maintains electrical and lighting systems, including conduit and duct systems, light and power circuits, junction boxes, switches and receptacles. ( E )
- Maintains, repairs and installs heating and air conditioning systems and related equipment including such equipment as fans, blowers, thermostats, pumps and motors; install interior and exterior wiring for new and altered facilities. ( E )
- Repairs, remodels and constructs wooden articles and structures such as partitions, counters, doors, windows and frames. ( E )
- Installs, repairs and maintains water supply with sewer lines, storm drains and gas lines. ( E )
- Repairs, installs and maintains dishwashers, garbage disposals, stoves, hot water heaters and other appliances. ( E )
- Maintains and repairs manual and automatically operated sprinklers and irrigation controls, timing devices, sprinkler heads, back flow and anti-siphon valves and lines. ( E )
- Using brush, roller or spray guns, applies paints, varnish, shellac, enamel, lacquer or other protective or decorative finishes to a variety of surfaces. ( E )
- Regulates, repair and replaces clock and bell systems, master controls for sprinkler, lighting, fire alarm and security systems, repairs or replaces photo-cells. ( E )
- Understands and carries out oral and written directions and meets schedules and time lines. ( E )
- Establishes and maintains cooperative working relationships. ( E )
- Identifies workplace hazards and/or unsafe conditions and take appropriate action to correct problem(s). ( E )
- Drives a District vehicle to and from various sites to conduct work. ( E )

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<b>DUTIES AND RESPONSIBILITIES - continued</b>
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**Non-Essential Functions:**

- Checks and repair electrical units for dishwashers, refrigerators, mixers, garbage disposals, stoves and other units.
- Frames, covers roof structures; hangs, tapes and textures drywall, sheet rock and paneling; repairs or modifies furniture, desks, tables and bookcases.
- Installs or replaces floor and ceiling tiles; inspects, repairs, replaces, programs or re-keys entry locks, make keys; repairs or replaces door closers, panic latches and bars.
- Makes forms, pour and form concrete.
- Replaces window glass.
- Makes installations and repairs general plumbing systems and appliances, repairs existing systems.
- Repairs and replaces valves, fittings, ball cocks, cuts and threads pipe and fittings, packs faucets; performs welding, soldering, caulking and brazing when necessary .
- Services or replaces clock motors and micro-switches.
- Prepares surfaces; refinishes furniture; paints signs, door numbers, paint lines on athletic courts and parking lots.

<b>WORKING CONDITIONS – PHYSICAL DEMANDS</b>
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**Working Conditions – Environment:**

Exposure to indoor and outdoor environment; seasonal heat and cold and/or adverse weather conditions; drives a District vehicle to conduct work; hazards may be working in a cramped or restrictive work chamber/space; exposure to vapors and/or fumes, may occasionally work with toxic or caustic chemicals such as petroleum products, degreasers, sprays and non household dust.

**Physical Demands to carry out Essential Functions:**

Bending and/or twisting at the waist, kneeling or crouching; lifting, carrying, pushing/pulling or otherwise moving heavy objects; seeing to perform installations and repair work and to read diagrams and blueprints; climbing and descending ladders, stairs, ramps and working from heights; dexterity of hands and fingers to operate specialized hand and power tools and handle various materials and objects that are important to the aspect of the job; reaching overhead, above the shoulders and horizontally; standing and waiting for extended periods of time; heavy physical labor.

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#### PHYSICAL DEMANDS FREQUENCY KEY

Denotes the frequency an activity is performed daily.

**Never**

**Infrequently** = Less than once per day

**Occasionally** = Less than 2 ½ to 5 hours per day

**Frequently** = 2 ½ to 5 hours per day

**Continuously** = More than 5 hours per day

#### POSTURES/MOVEMENTS

##### DURING ESSENTIAL FUNCTIONS:

Sitting	Occasionally	Balancing	Occasionally
Standing	Occasionally	Foot Controls	Infrequently
Walking	Frequently - Continually	Pushing/Pulling	Occasionally
Bending	Frequently	Twisting at Waist	Occasionally
Stooping	Occasionally	Reaching Above Shoulders	Occasionally
Squatting	Occasionally	Reaching At/Below Shoulders	Continuously
Lying Down	infrequently	Neck Extension (up)	Occasionally
Kneeling	Occasionally	Neck Flexion (down)	Continuously
<b>Crawling</b>	Infrequently - Occasionally	Neck Rotation (turning)	Continuously
Climbing Stairs	Occasionally		

**NOTE:** Employee may sit to complete certain projects. The employee may work on inclines, portable ladders, straight ladders or scaffolds.

#### LIFTING

##### DURING ESSENTIAL FUNCTIONS:

<u>Weight (Pounds)</u>	<u>Below Waist</u>	<u>Waist/Chest</u>	<u>Above Shoulders</u>	<u>Example of Objects Lifted</u>
Up to 10 lbs	Occasionally	Frequently	Occasionally	Hand tools, power tools, Supplies, cones, signs small furniture, debris, equipment

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#### LIFTING – continued

##### DURING ESENTIAL FUNCTIONS:

<u>Weight (Pounds)</u>	<u>Below Waist</u>	<u>Waist/Chest</u>	<u>Above Shoulders</u>	<u>Example of Objects Lifted</u>
11 lbs – 25 lbs	Occasionally	Frequently	Occasionally	Supplies, tools cones, signs small furniture, debris, Step stools, ladders, equipment
26 lbs – 50 lbs	Occasionally	Frequently	Occasionally	<b>EXAMPLES ?</b>
51 lbs – 75 lbs	Infrequently*	Infrequently*	Infrequently*	<b>EXAMPLES ?</b>
76 lbs – 90 lbs	Infrequently*	Infrequently*	Infrequently*	<b>EXAMPLES ?</b>
Over 91 lbs	Infrequently*	Infrequently*	Infrequently*	<b>EXAMPLES ?</b>

**NOTE: \*Assistance is recommended for items weighing over 75 lbs.**

#### CARRYING

##### DURING ESENTIAL FUNCTIONS:

<u>Weight (Pounds)</u>	<u>Frequency</u>	<u>Distance</u>	<u>Example of Objects Lifted</u>
Up to 10 lbs	Frequently-Continuously*	Up to 100 feet	Supplies, tools cones, signs small furniture, debris, Step stools, ladders, equipment
11 lbs – 25 lbs	Frequently-Continuously*	Up to 100 feet	<b>EXAMPLES ?</b>
26 lbs – 50 lbs	Occasionally*	Up to 20 feet	<b>EXAMPLES ?</b>
51 lbs – 75 lbs	Infrequently-Occasionally*	Up to 20 feet	<b>EXAMPLES ?</b>
76 lbs – 90 lbs	Infrequently*	Up to 10 feet	<b>EXAMPLES ?</b>
Over 91 lbs	Infrequently*	Up to 10 feet	<b>EXAMPLES ?</b>

**NOTE: \*Cart available to transport all items. Assistance is recommended for items weighing over 75 lbs.**  
**Objects may be carried up a ladder.**

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#### OBJECT MANIPULATION

##### **DURING ESSENTIAL FUNCTIONS:**

<b><u>Type</u></b>	<b><u>Frequency</u></b>	<b><u>Tools &amp; Materials handled during Essential Functions</u></b>
Fine Manipulation	Occasionally-Frequently	Nails, washers, screws, writing equipment <b>EXAMPLES ?</b>
Simple Grasp	Occasionally-Frequently	<b>EXAMPLES ?</b>
Gross Grasp	Frequently	Tools, supplies, debris, equipment <b>EXAMPLES ?</b>
Power Grasp	Frequently	Tools, supplies, debris, equipment <b>EXAMPLES ?</b>

#### MENTAL AND PSYCHOLOGICAL DEMANDS

##### **BASIC WORK ABILITIES:**

Follows verbal and written instructions.	Continuously
Maintain and established work pace.	Continuously
Adhere to established work and safety procedures.	Continuously
Respond appropriately to direction, evaluations, or criticism.	Continuously
Responds appropriately to changes in the work setting.	Continuously

##### **ATTENTION TO TASK/DETAILS:**

Performs simple/repetitive tasks.	Continuously
Performs complex/varied tasks.	Frequently
Organize tasks and set priorities.	Continuously
Manage multiple tasks simultaneously.	Frequently

##### **INTERACTION WITH OTHERS:**

Work cooperatively with coworkers.	Continuously
Interact with customers or the public.	Continuously
Give training/instruction.	Infrequently
Direct or supervise others.	Never

##### **DECISION MAKING:**

Use basic problem-solving techniques.	Continuously
Work autonomously, or with minimal supervision.	Frequently-Continually
Make independent decisions based on data/circumstances.	Frequently