

NOVATO UNIFIED SCHOOL DISTRICT

TITLE: CRAFTSWORKER I

SALARY: RANGE 36 – CLASSIFIED SALARY SCHEDULE

BASIC FUNCTION:

Under the direction of the Director of Maintenance, Operations and Transportation, perform a variety of basic skilled activities in the maintenance and repair of assigned facilities, utilities and equipment including tasks in carpentry, low voltage electronics, electrical work, locksmithing, heating, ventilation and air conditioning (HVAC), construction, plumbing and painting.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of basic skilled activities in the maintenance and repair of designated facilities, utilities and equipment including tasks in carpentry, low voltage electronics, electrical work, locksmithing, HVAC, construction, plumbing and painting; receive, prioritize and respond to work orders in a timely and efficient manner.

Repair or fabricate articles and structures of wood or related materials such as doors, partitions, counters and furniture; repair and replace hardware; repair floors, walls, ceilings, roofs and windows; repair and install locks and security devices; repair wall board, stucco and sheetrock as needed.

Perform basic skilled locksmith work in the installation, maintenance, repair and alteration of locks on doors and cabinets; maintain organizational master key systems as required; re-key plugs and locks as needed.

Inspect, repair, install, test, maintain and replace a variety of low voltage electronic devices, equipment and systems such as conduit, cabling, wiring and intrusion and fire alarm, communication, intercom and clock systems; ensure compliance with building codes applicable to electronics.

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

Perform a variety of basic skilled 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.

Maintain, troubleshoot and repair heating, ventilation and air conditioning systems and equipment; make routine adjustments and perform preventive maintenance; diagnose malfunctions and determine repair needs; maintain and replace filters as necessary; change furnace filters, check belts and motors as required; maintain boilers and chillers as required.

Perform regular safety checks of facilities to ensure compliance with established laws, codes and regulations; identify and resolve safety hazards; respond to and resolve emergency situations as required; repair vandalism and remove graffiti.

Operate and maintain a variety of hand and power tools and equipment such as drills, saws, presses, grinders and pallet jacks.

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Prepare surfaces for painting; apply paint or other protective or decorative material on a variety of surfaces; paint over graffiti as needed; operate a brush, roller or spray gun to apply a variety of surface coverings to various surfaces; clean brushes, tools and other equipment; repair and install floor coverings including carpet, tile and other surfaces; install and repaint ceiling tiles as required.

Organize and lay out maintenance, repair, installation and construction tasks; interpret plans, diagrams, blue prints, sketches and specifications; estimate time, material and equipment requirements for assigned projects.

Assemble, move and arrange various furniture and equipment as directed; load and unload equipment and supplies.

Monitor inventory levels of maintenance supplies and equipment; order, receive and maintain appropriate inventory levels of supplies and equipment.

Communicate with personnel and various outside agencies to exchange information, coordinate activities and resolve issues or concerns.

Maintain various records related to safety, expenses, work orders, project status and assigned activities.

Perform preventive maintenance on equipment and utilities including replacing and servicing parts and components; assist with the completion of maintenance and operations functions.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- ▶ Methods, materials, tools, terminology and equipment used in the building maintenance trades including electrical work, low voltage electronics, locksmithing, HVAC, carpentry, plumbing and painting.
- ▶ 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.
- ▶ Shop math applicable to the building trades.
- ▶ Applicable building codes, ordinances, fire regulations and safety precautions.
- ▶ Technical aspects of the building maintenance trades.
- ▶ Preventive maintenance principles and practices.
- ▶ Health and safety regulations.
- ▶ Proper lifting techniques.
- ▶ Record-keeping and filing techniques.
- ▶ Interpersonal skills using tact, patience and courtesy.
- ▶ Oral and written communication skills.

ABILITY TO:

- ▶ Perform a variety of basic skilled activities in the maintenance and repair of facilities, utilities and equipment including tasks in carpentry, electrical work, low voltage electronics, locksmithing, HVAC, construction, plumbing and painting.
- ▶ Operate a wide variety of hand and power tools and equipment related to the building trades.
- ▶ Receive, prioritize and respond to work orders in a timely and efficient manner.
- ▶ Organize and lay out work.
- ▶ Inspect, diagnose, maintain, repair or replace a variety of parts and equipment.
- ▶ Work from sketches, diagrams, blueprints, plans and specifications.
- ▶ Estimate material and supply needs.
- ▶ Maintain records related to work performed.
- ▶ Interpret, apply and explain applicable building codes, ordinances, fire regulations and safety precautions.
- ▶ Establish and maintain cooperative and effective working relationships with others.
- ▶ Understand and follow oral and written instructions.
- ▶ Communicate effectively both orally and in writing.
- ▶ Observe health and safety regulations.
- ▶ Meet schedules and time lines.
- ▶ Work effectively with limited supervision.
- ▶ Perform heavy physical labor.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by specialized training in building maintenance or a related field and three years of experience in the maintenance trades.

OTHER REQUIREMENTS:

- ▶ Valid California Driver's License.
- ▶ DMV Pull authorization for NUSD.
- ▶ Department of Justice Fingerprint Clearance.
- ▶ TB Clearance.

WORKING CONDITIONS:

ENVIRONMENT:

- ▶ Indoor and outdoor work environment.
- ▶ Seasonal heat and cold or adverse weather conditions.
- ▶ Regular exposure to fumes, dust, dirt, oil/grease and odors
- ▶ 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 in person or on the telephone.
- ▶ Seeing to read a variety of materials and perform maintenance duties.
- ▶ Lifting, carrying, pushing or pulling heavy objects as assigned by the position.
- ▶ Reaching overhead, above the shoulders and horizontally.
- ▶ Bending, crouching, kneeling and stooping.
- ▶ Walking or standing for extended periods of time.
- ▶ Climbing ladders and working at heights.
- ▶ Heavy physical labor.

POTENTIAL HAZARDS:

- ▶ Working around and with machinery having moving parts.
- ▶ Flying debris or nails.
- ▶ Exposure to fumes from paints and solvents.
- ▶ Working at heights.
- ▶ Driving a vehicle during adverse weather conditions.