

## PERRIS UNION HIGH SCHOOL DISTRICT

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Board Approved: September 19, 2007  
Salary Schedule: 20; Row: 30

Perris Union High School District provides equal opportunity in employment without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, marital status, age and gender in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Perris Union High School District policy. A physical examination and drug screen may be required of all finalists before employment.

**JOB TITLE: MAINTENANCE & OPERATIONS SPECIALIST (LOCKSMITH SPECIALTY)**

**JOB PURPOSE STATEMENT:** Under the direction of the Director of Maintenance, Operations & Transportation, maintains facilities in a safe operating condition; maintains a preventive maintenance program; maintains keys, locks and lock-set systems; and resolves immediate operational and/or safety concerns.

**JOB FUNCTIONS:**

- Performs a variety of semi-skilled work in one or more of the trades areas, (i.e. carpentry, roofing, electrical, heating, ventilation and air-conditioning, glazing, painting, plumbing, welding, metal work, masonry)
- Alters, repairs, maintains, or constructs articles and structures (e.g., room additions, partitions, counters, door, window frames, keys etc.)
- Installs system component parts, classroom and office equipment and facility appurtenances, etc.
- Inspects facilities, systems and their component machinery requiring maintenance trades
- Procures equipment, supplies and materials in a timely manner
- Operates hand and power tools used in general maintenance functions in a safe and efficient manner
- Responds to emergency situations
- Disposes of waste materials properly
- Transports various items to provide materials at job site as required to complete tasks
- Establishes and maintains effective working relationships with staff, students, parents, and community members

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**JOB FUNCTIONS – continued**

- Knows methods, techniques, materials, tools and equipment used in the building trades
- Performs basic math to calculate measurements, quantities, etc.
- Records and documents information to provide written support and/or convey information
- Performs other related duties as assigned or needed

**PHYSICAL ABILITIES:**

- Visual ability to read handwritten/typed documents, instructions, the display screen of various equipment and machines, and blueprints and schematics
- Able to conduct verbal conversation, write, and read in English
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit, stand, stoop, kneel, bend, lift (50 pounds), carry (50 pounds), climb, and walk
- Able to push and/or pull a variety of tools, equipment and objects weighing up to 50 pounds
- Able to sustain manual labor up to 6 hours
- Able to exhibit a full range of motion for shoulder, elbow, back, hip, and knee
- Able to use respirators, for personal protection, as necessary
- Able to work at various elevated heights and in restricted spaces in a safe and effective manner
- Able to work with a variety of chemical agents in a safe and effective manner without allergic reaction
- Able to demonstrate manual dexterity necessary to perform fine maintenance procedures
- Able to operate a variety of motor vehicles, powered industrial vehicles, equipment, and tools associated with the maintenance trades in a safe and effective manner

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**JOB QUALIFICATIONS:**

**Education:**

- High School Diploma or General Education Diploma

**Experience:**

- Two years experience as a maintenance worker or two years experience performing duties equivalent to that of a maintenance worker
- Four years experience in skilled maintenance trade in the assigned area of responsibility, including at least two years at the journeyman level

**Licenses, Certifications, Bonding, and/or Testing:**

- Valid Driver's License
- Physical Examination Clearance
- TB Clearance
- Drug/Alcohol Clearance
- Criminal Justice Fingerprint Clearance

Membership in CSEA or payment of an equal service fee is a condition of employment.