

**JOB DESCRIPTION**  
**Nogales Unified School District #1**

**MAINTENANCE WORKER 2**

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**Purpose Statement:**

The job of MAINTENANCE WORKER 2 is done for the purpose/s of maintaining facilities for students, staff and public in safe operating condition; maintaining a preventive maintenance program; performing skilled maintenance to resolve immediate operational and/or safety concerns.

This job reports to MAINTENANCE SUPERVISOR

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**Essential Functions**

- Coordinates with administration and other trades for the purpose of completing projects/work orders efficiently.
- Designs systems and/or projects for the purpose of meeting various maintenance and facilities needs.
- Inspects facilities, systems and their components (e.g. building interior/exterior, playground equipment and grounds) for the purpose of ensuring safety and cleanliness, and identifying necessary repairs.
- Installs system component parts, playground, classroom and office equipment and facility components (e.g. door and window assemblies, ceiling and flooring materials, interior/exterior lighting, etc.) for the purpose of maintaining facilities in a safe, comfortable and operating condition.
- Maintains tools and/or equipment for the purpose of ensuring the availability of equipment in safe operating condition.
- Repairs various items, systems and/or components (e.g. wood work, electrical switches, fixtures and motors, plumbing, drainage systems, broken glass, A/C, heating, oven, steamer, ice machine, refrigerator, and miscellaneous kitchen equipment) for the purpose of ensuring that items are available and in safe working condition.
- Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of required items.
- Requests quotations for the purpose of providing cost information, purchasing and securing items.
- Responds to emergency situations for the purpose of resolving immediate safety concerns.

**Other Functions**

- Assembles furniture and equipment (e.g. desks, tables, chairs, file cabinets, etc. ) for the purpose of providing items in working condition.
- Assists other personnel as may be required (e.g. hang pictures, mirrors, blackboard, bulletin board, projection screens, towel dispensers, etc.) for the purpose of supporting them in the completion of their work activities.
- Prepares documentation for the purpose of providing written support and/or conveying information.
- Transports various items (e.g. tools, equipment, supplies, furniture, etc.) for the purpose of ensuring the availability of materials required at job site.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices  
operating equipment used in maintenance and repair.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: construction procedures maintenance and repair procedures  
operate hand tools  
safety practices and procedures

ABILITY is required to schedule activities and/or meetings; collate data; and consider a number of factors when using equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using a variety of standardized methods. Ability is also required to work with others; work with specific, job-related data; and utilize a variety of job-related equipment. In working with others, some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job include: displaying mechanical aptitude.

**Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to effect the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; significant climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 5% sitting, 25% walking, and 70% standing. The job is performed under with some temperature extremes and some hazardous conditions.

**Experience** Job related experience is required.

**Education** High School diploma or equivalent.

**Required Testing**

None specified

**Certificates & Licenses**

None Required

**Continuing Educ. / Training**

None specified

**Clearances**

Clean Motor Vehicle Record  
Criminal Justice Fingerprint/Background Clearance

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**FLSA Status**

Non Exempt

**Approval Date**

Job description available upon request

**Salary Grade**

Classified 6