

UNION SCHOOL DISTRICT

CLASS TITLE: MAINTENANCE SPECIALIST

BASIC FUNCTION:

Under the direction of the Maintenance and Operations Supervisor, perform a variety of skilled activities in the maintenance and repair of assigned facilities, utilities and equipment including tasks in the carpentry, electrical, heating, ventilation and air conditioning (HVAC), locksmithing, plumbing, irrigation and painting trades.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of skilled activities in the maintenance and repair of designated facilities, utilities and equipment including tasks in the carpentry, electrical, HVAC, construction, locksmithing, plumbing, irrigation and painting trades; 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 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. Read provided wiring diagrams and identify wires by color codes.

Perform a variety of 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.

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

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.

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.

Operate and maintain a variety of hand and power tools and equipment such as drills, saws, presses, grinders and pallet jacks; operate specialized equipment utilized in the various trades.

Operate various heavy equipment such as tractors, backhoes, forklifts, trenchers, tracker/locators.

Troubleshoot, repair and rebuild various types of locks; replace various lock components as appropriate;

install and adjust closures and other parts; change lock combinations.

Perform skilled activities in metal fabricating, roof and fence repair, and vehicle and equipment maintenance as assigned.

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.

May be called upon to perform overtime in case of emergencies.

Attend mandatory trainings as required by your position.

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, HVAC, carpentry, locksmithing, plumbing, irrigation 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 and procedures;
Record-keeping techniques;
Oral and written communication skills; and
Proper lifting techniques.

ABILITY TO:

Perform a variety of skilled activities in the maintenance and repair of facilities, utilities and equipment;
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;
Work independently with little direction;

Estimate material and supply needs;
Observe health and safety regulations;
Maintain records related to work performed;
Interpret, apply and explain applicable building codes, ordinances, fire regulations and safety precautions;
Understand and follow written and oral instructions;
Communicate effectively both orally and in writing;
Establish and maintain cooperative and effective working relationships with others;
Perform heavy physical labor;
Model appropriate behavior around and interact appropriately with preschool and school age children; and
Maintain regular attendance.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years experience in one or more of the maintenance trades. A good work history demonstrating reliability and the ability to work independently. Welding skills desirable.

LICENSES AND OTHER REQUIREMENTS:

Required:

Valid California Motor Vehicle Operator's License
Copy of DMV Report – to evidence satisfactory driving record
Pre-employment Physical

If required training will be provided:

First Aide and/or CPR
Valid Forklift certification
Some positions in this class may require a valid and appropriate EPA (Environmental Protection Agency) certification
Some positions require welding
HVAC Refrigerator & Handling I & II required to purchase refrigerant

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment
Seasonal heat and cold humidity and rain or adverse weather conditions
Regular exposure to fumes, dust, dirt, oil/grease, odors and noise
Wear appropriate safety equipment such as gloves, masks, closed toe shoes, safety glasses, and ear protection

PHYSICAL DEMANDS:

Visual ability to read handwritten or typed documents and instructions;
Ability to conduct verbal conversation;
Hear normal range verbal conversation (approximately 60 decibels);
Sit, stand, stoop, kneel, bend and walk;
Climb slopes, stairs, steps and ladders;
Push and/or pull a variety of tools and equipment weighing up to 50 or more pounds;
Lift up to 50 or more pounds frequently;
Carry up to 50 or more pounds frequently;
May sustain heavy physical effort for 8 hours;

Board Approved 2/8/10
Previously Skilled Maintenance Worker

Exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension and knee flexion;

Ability to work in a safe and effective manner in the following: at various elevated heights on ladders, roofs, and in restricted spaces, with a variety of chemical agents without allergic reaction; and

Demonstrate manual dexterity necessary to perform fine motor skills during custodial maintenance procedures and operate both manual and power hand tools, operate a variety of powered equipment and tools commonly associated with janitorial, custodial and minor building maintenance services.

HAZARDS:

Working with and around machinery having moving parts

Climbing ladders and working at heights

Power saws and flying debris or nails

Exposure to fumes from paints and solvents

Exposure to cleaning agents and chemicals

Exposure to blood borne pathogens

Exposure to bodily fluids

Noise

Disaster Service Worker

CA Government Code 3100. It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.