



## Job Description

<b>Title: Skilled Maintenance Worker</b>	<b>FLSA Status: Non-Exempt</b>	<b>Months: 12</b>
<b>Supervisor: Director-Maintenance Operations &amp; Transportation</b>	<b>Supervises: N/A</b>	<b>Range: 29</b>
<b>Department: Maintenance Operations &amp; Transportation</b>	<b>Bargaining Unit: Classified</b>	<b>Approved: 12/19/2019</b>

### JOB SUMMARY:

Under the direction of Director-Maintenance Operations & Transportation, perform a wide variety of skilled and specialized work in one or more of the journey-level crafts or trades areas involving the maintenance, preventative maintenance, alteration, construction, installation and repair of District buildings, facilities, equipment and related structures such as carpentry, electrical, plumbing, heating and air conditioning, locksmithing, painting, masonry, metal work, glazing, tile work, roofing, flooring, ventilating systems, welding and general mechanical maintenance work as assigned; perform assigned trade work in conformance with applicable District, building, safety and safety codes and regulations; perform work independently or in collaboration with a maintenance crew.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform skilled maintenance work in one or more of the journey-level craft or trades areas such as carpentry, electrical, plumbing, heating and air conditioning, locksmithing, painting, masonry, metal work, glazing, tile work, roofing, flooring, ventilating systems, welding and general mechanical maintenance work in the construction, repair, installation and alteration of assigned systems, related equipment, buildings and facilities; perform assigned trade work in conformance with applicable District, building, safety and safety codes and regulations.
- Identify and troubleshoot a variety of system and equipment maintenance related issues; resolve maintenance related malfunctions.
- Perform preventive maintenance tasks on assigned equipment as needed.
- Receive, prioritize, schedule and respond to maintenance request needs and work orders.
- Operate and maintain various specialized equipment related to assigned trade duties including specialized power tools, testing equipment, welders, spray guns, jackhammers and similar tools and power equipment.
- Make routine and emergency repairs and adjustments to school buildings and facilities.
- Prepare and maintain records and reports related to assigned trade activities.
- Plan, organize and lay out assigned tasks; interpret plans, diagrams, blue prints, sketches and specifications; work from verbal and written instructions and work orders.
- Estimate labor, material and equipment needed for assigned projects; monitor inventory levels of materials and equipment; order, receive and maintain inventory of materials and equipment as needed according to established District policies and procedures.
- Receive, transport and deliver parts, supplies and equipment.
- Store and use hazardous materials or chemicals in a safe manner.
- Assist with moving equipment and materials as assigned.
- Perform duties as part of a crew or independently on routine maintenance tasks as assigned.
- Communicate with staff, other departments, vendors, contractors, service providers and outside agencies to exchange information, resolve issues and coordinate activities.
- Maintain maintenance shop and work areas in a safe, clean and orderly condition.
- Operate and maintain various specialized equipment related to assigned trade duties including specialized power tools, testing equipment, gauges, lifts, welders, torches, and similar tools and power equipment.
- Operate a computer and assigned software; drive a vehicle to conduct work.

- Assist other maintenance personnel in the performance of a variety of duties related to the building trades.
- Train and provide work guidance to assigned maintenance staff.
- Attend and participate in a variety of meetings and in-service trainings.

## **OPTION CLASSES**

### **Carpenter:**

- Perform skilled carpentry work in the maintenance, repair, construction, alteration, forming, framing and finishing of buildings, furniture, facilities and other related structures.
- Repair, construct, install, maintain and repair woodwork including cabinets, bookcases, shelves, doors, window frames, classroom offices, portable structures and furniture; match materials with color, grain or texture; repair and maintain building and facility roofing as required.
- Build partitions; construct walls using paneling and other decorative materials; install, replace and repair partitions, ceilings and other items; cut, fit, and hang doors; install and repair drywall.
- Maintain and service carpentry tools and equipment; construct and repair desks, tables, chairs, counter, walls and partitions; repair, replace or construct roofs, ceilings, flooring and tiling.
- Perform special maintenance and carpentry projects as directed.
- Perform carpentry work in conformance with building, health and safety codes and standards.
- Operate a variety of specialized equipment including saws, drills, presses, grinders and oscillating tools.

### **Electrician:**

- Design, install, inspect, repair, test and maintain electrical systems including conduit, wiring, lighting, power circuits, motor appliances, generators, switches electrical receptacles, interior and exterior wiring, fire and security alarms and a variety of other electrical units.
- Inspect and troubleshoot electrical systems, motors and wiring; operate, maintain and monitor emergency electrical generating equipment.
- Install power distribution and circuit breaker systems; maintain and repair power distribution systems and transformers; perform special maintenance and electrical projects as directed.
- Install and repair ballasts, sockets, capacitors, bulbs and other lighting parts, wiring and assemblies; install new electrical systems and equipment.
- Repair or replace power outlets as necessary; check circuits and replace breakers as appropriate.
- Maintain and repair fire alarms, security alarms, master clock and bell systems and a variety of other mechanical/electrical equipment and systems.
- Upgrade electrical systems to meet new or existing code requirements and standards.
- Utilize ladders, lifts, platforms, scaffolding, meters, testers, soldering irons, wire pullers, conduit benders, lifts and drills.

### **General Maintenance:**

- Perform general maintenance work in the repair, construction and upkeep of school buildings and equipment including plumbing, painting, carpentry, heating, electrical, masonry, metal work, glazing, tile work, roofing, flooring, ventilating systems, welding and mechanics.
- Repair, replace or construct roof, flooring, ceilings and ceiling tiles.

### **Heating and Air Conditioning (HVAC):**

- Install, replace or repair heating and air conditioning systems; install heaters, ventilation systems and equipment; conduct routine overhaul and cleaning ventilation systems/equipment; repair, pack and replace valves, gauges and fittings.
- Operate, repair and maintain boilers; maintains proper steam pressure and water levels, cleans, oils and adjust boiler equipment.
- Inspect and adjust motors, valves, switches, pumps, regulators and filters to maintain proper operating efficiency.
- Operate, repair and maintain condensers, circulating pumps, gas and safety valves, bearings, gauges and sensors.
- Inspect and perform tests on systems and equipment to identify defective parts and assure proper functioning.
- Light pilots; clean out vents; inspect, maintain, operate and repair pneumatic and electrical thermostats and control systems.
- Operate, repair and maintain ventilation systems including thermostats and related Energy Management Systems (EMS); clean, oil, grease and replace worn parts on heating and ventilation equipment.

### **Locksmith/Steel Fabrication:**

- Layout, install, repair and maintain master key systems, locks and lock hardware such as door closers, fasteners and panic hardware in District buildings, facilities, equipment and lockers.
- Maintain and control key system District wide; conduct inventory and audits of district keys and locks.

- Replace defective locks and locking mechanisms as needed; clean and lubricate locking mechanisms to assure proper operation.
- Manually pins cores and cut or duplicates new keys for locking mechanisms using manual, automated and computerized key cutting equipment; create specialized key systems.
- Set-up key codes and maintains secured key related records.
- Train district personnel on operation of new locks; lock unoccupied areas including windows and doors.
- Research and evaluate different key and access systems.
- Utilize breathing apparatus, respiratory protection, safety harnesses, ladders and scaffolding.
- Perform a variety of work in steel fabrication and welding in the repair, alteration, installation and maintenance of designated door units, fences, equipment and facilities using various types of metal, parts and equipment utilizing oxyacetylene and electric arc welding, soldering and brazing processes; assure compliance with building and safety laws, codes, regulations and standards applicable to the welding trade.
- Develop and implement welding repair, alteration, fabrication, installation and maintenance projects.
- Lay out, mark and weld pipes, fittings and metal fixtures for facilities, equipment and furniture; form and fabricate metal parts to meet special purpose needs.

**Painter:**

- Paint exterior and interior District buildings, facilities, playground equipment and parking lots to maintain proper appearance and protection from rust, decay and faded paint; cover or remove graffiti from walls, doors and windows; utilize chemicals as needed.
- Mix and match paints and finishes to blend, harmonize or contrast colors; apply primers and finish coats.
- Prepare various surfaces such as wood, concrete, metal and plaster for surface coverings; remove existing paint as necessary; patch and plaster holes; remove dents and sand rough surfaces; plan and lay out work.
- Apply varnish, stains and/or lacquers cabinets and other furniture.
- Patch walls and repair wall coverings as needed; repair sheetrock, masonry and other building materials; refinish or repaint wood, furniture and other equipment as needed.
- Clean and maintain brushes, tools and other equipment; erect, move and work from ladders, scaffolding and platforms.
- Operate air and airless painting equipment; utilize brushes, rollers, ladders to apply a variety of surface coverings such as paint, varnish, enamel, lacquer or other protective or decorative finishes to a variety of surfaces, including wood, metal, glass, plaster, stucco, wallboard, brick, cement and roofs.
- May also participate in the preparation and application of vinyl letters, numbers and stenciling.

**Plumber:**

- Perform skilled plumbing work in the installation, maintenance and repair of plumbing fixtures and systems including toilets, sinks, water heaters and boilers to maintain plumbing lines in safe and sanitary working condition; ensure compliance with building, health and safety laws, codes, regulations and standards applicable to the plumbing trade.
- Install, maintain and repair valves, control devices, pumps, toilets, heaters, boilers, pipes, relays, faucets and various other fixtures, parts and equipment; rebuild and replace faucets, valves, motors and thermostats; replace leaking and defective parts in plumbing fixtures and systems.
- Unplug or clear drains and lines connected with plumbing fixtures.
- Operate large/small drain machines and specialized plumbing repair equipment.
- Repair or replace water, gas and sewer lines, steam and hot water heating systems.

**OTHER DUTIES:**

- Perform related duties as assigned.
- Perform a variety of grounds maintenance and gardening duties in the beautification of assigned grounds and landscaped areas as directed.
- May oversee and coordinate the activities of other District personnel assigned to larger maintenance projects.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Knowledge of:**

- Journey-level methods, tools, equipment, materials, and techniques used in general construction, maintenance and repair.
- Operation and use of hand and power tools and specialized equipment.
- Technical aspects and building codes related to assigned trades.
- Proper methods of storing equipment, materials and supplies.
- Applicable laws, codes and regulations affecting the maintenance, repair and construction of school buildings or mechanical trade to which assigned.
- Arithmetic calculations and measuring concepts applicable to the building trades.
- Appropriate safety precautions and procedures relating to building and mechanical trades, equipment repair, and in the operation of vehicles.
- Oral and written communication skills.
- Record-keeping techniques.
- Proper lifting techniques.

**Skills/Ability to:**

- Perform a variety of skilled maintenance, repair and construction duties in the maintenance of designated facilities, buildings and equipment.
- Establish and maintain cooperative and effective working relationships with others.
- Assist other maintenance personnel in the performance of a variety of duties related to the building trades.
- Operate a variety of assigned tools, materials and equipment effectively and safely.
- Learn and apply laws, rules, codes, regulations involved in assigned maintenance activities.
- Operate hand and power tools and shop equipment related to one or more of the building or mechanical trades to which assigned.
- Estimate time, materials and labor needed for a variety of projects.
- Receive repair requests and translate them into practical and completed form
- Secure necessary tools, equipment and material to complete the assignment.
- Understand and follow oral and written directions.
- Read and work from plans, blue prints, sketches, specifications and diagrams.
- Plan and lay out work.
- Observe health and safety regulations and procedures.
- Communicate effectively both orally and in writing.
- Meet schedules and timelines.
- Train and provide work guidance to assigned staff.
- Understand and follow oral and written instructions.
- Work independently with little direction.
- Maintain various records related to work performed.

**Education and Experience:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- Graduation from high school or equivalent GED.
- Three years journey-level trade experience in a specific crafts or trades area or equivalent work experience in a related field.
- Continuing education course work and training related to the crafts or trades field is desirable but not required.

**Licenses, Certifications and other Requirements:**

- Valid Class C California Driver's License.

**WORKING CONDITIONS:**

**Work Environment:**

- Indoor/Outdoor/Maintenance shop environment.
- Driving a vehicle to conduct work.
- Work evenings or variable hours.

**Physical Demands:**

- Dexterity of hands and fingers to operate specialized equipment and tools.
- Hearing and speaking to exchange information.
- Seeing to read and perform assigned trade related functions.

- Lifting, carrying, pushing or pulling heavy objects.
- Reaching overhead, above the shoulders and horizontally.
- Heavy physical labor.
- Bending at the waist, kneeling or crouching.
- Climbing ladders and working from heights.
- Standing for extended periods of time.

**Hazards:**

- Working around and with machinery having moving parts.
- Exposure to high voltage and electrical shock.
- Working at heights.
- Seasonal heat and cold or adverse weather conditions.
- Exposure to fumes, dust, odors, oil/grease, gases.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.