Position: Maintenance Specialist

Department/Site: Maintenance

Reports to: Director of Maintenance and Operations

Position Number:  

FLSA: Non-Exempt – (Classified L-39)

Salary Range: 32

BASIC FUNCTION:

Under the direction of the Director of Maintenance and Operations, perform a variety of journey-level duties related to new construction, remodeling and maintenance to District buildings, structures and other facilities; perform construction, maintenance and repair in one or more of the building or construction maintenance trades to maintain and repair District facilities, equipment and machinery; perform semi-skilled to skilled maintenance duties in trade areas outside of area of specialty; assist in the purchasing of supplies and equipment and maintain records related to work performed.

REPRESENTATIVE DUTIES:

Perform journey-level construction, maintenance and repair in one or more of the building or construction maintenance trades including plumbing, electrical, carpentry, locksmithing, painting, and concrete; perform semi-skilled to skilled maintenance duties in trade areas outside of area of specialty. E

Design, install, repair and maintain new and existing building structures and fixtures such as ceiling and floor tile, partitions, doors, cabinets, roofs, windows, electrical switches and fixtures and heating and air conditioning equipment. E

Design, install, repair and maintain new and existing heating, boilers and air conditioning equipment and related systems; check boilers for proper operation, run tests and adjust water chemistry; repair and replace fittings and accessories; troubleshoot and repair pneumatic and electric control circuits, relays, transformers, alternators, generators, switches, pumps, thermostats and related equipment; change filters and lubricate fans and more bearings and perform other related preventive maintenance work. E

Design, install, repair, maintain and perform preventive maintenance to new and existing plumbing fixtures, water and gas lines, and waste disposal systems; cut, thread and replace water pipes; install and maintain toilets, sinks, drinking fountains, water heaters and new water lines; replace defective parts in plumbing fixtures and systems. E

Perform emergency repairs and adjustments to plumbing equipment including repairing broken pipes, cleaning plugged drains, replacing washers, faucets and valves, cleaning grease traps, and unplugging sewer lines. E
Prepare, set, maintain and repair cement, linoleum, tile, mastic, wood floors, and asphalt paving.

Design, install, inspect, repair and maintain new and existing electrical and lighting components and systems, such as power circuits, single and three phase motors, appliances, generators, breaker panels, inter-communication systems, and other electrical equipment; install new wiring, plugs, raceways, receptacles, conduits, lights and circuit breakers; adjust and repair electrical equipment; test electrical systems and assure compliance with applicable building codes and safety regulations.

Refinish furniture, cabinets and other wood items; install wall paneling and wall partitions; install cabinets and shelves; construct walls and hang doors.

Perform locksmithing duties; maintain and lubricate locking mechanisms; repair door locking mechanisms and lockers; cut new and replacement keys.

Prepare surfaces for painting; mix and apply paint to match or cover walls, ceilings, and other surfaces; perform touch-up painting; paint various surfaces; erect, rig and move scaffolding and platforms.

Prepare time, labor, materials, and cost estimates for work to be completed; order parts and supplies according to established procedures.

Operate a variety of equipment, machinery and hand and power tools including trucks and other vehicles, flow meters, refrigeration test equipment, gauges, meters, saws, pipe cutter and threader, trencher, pneumatic tools and other hand tools and equipment.

Prepare and maintain work orders and records related to work performed.

Perform water chemistry tests on pools; adjust and add chemicals to maintain safe operation.

Communicate with administrators, skilled maintenance personnel, contractors and others concerning construction, maintenance and repair issues.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Standard tools, equipment, materials, methods and techniques used in a wide variety of the building and construction maintenance trades.

Operation and proper maintenance of tools, equipment and machinery used in the building and construction trades.

Requirements of maintaining buildings and facilities in good repair.

Applicable building codes, ordinances, fire regulations and safety precautions.

Proper methods of storing equipment, materials and supplies.

Health and safety practices, regulations and procedures.

Basic math.

Record-keeping techniques.
ABILITY TO:

Perform a variety of journey-level maintenance and repair of District fixtures, facilities and equipment.
Perform a variety of semi-skilled to skilled maintenance and repair independently.
Operate a variety of maintenance equipment including a truck, pipe cutter and threader, welding equipment, gauges and meters, rotor drain cleaner, trencher and a variety of hand and power tools.
Maintain records and prepare reports.
Analyze situations accurately and adopt an effective course of action.
Work cooperatively with others.
Understand and follow oral and written directions.
Observe legal and defensive driving practices.
Work from blueprints, shop drawings and sketches.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by completion of an apprenticeship program in one of the maintenance trades and three years experience in one or more of the building or construction maintenance trades.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license.
Valid forklift Operator’s Certification.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, outdoor and shop environment.
Driving a vehicle to conduct work.
Adverse weather conditions.
Regular exposure to fumes and dirt.
Noise from equipment operation.

PHYSICAL DEMANDS:

Heavy physical labor.
Standing and walking for extended periods of time.
Climbing ladders and working at heights.
Bending at the waist, kneeling or crouching.
Reaching overhead, above the shoulders and horizontally.
Lifting, carrying, pushing or pulling heavy objects.
Dexterity of hands and fingers to operate power tools and equipment.
HAZARDS:

Working on ladders or scaffolding.
Working in a cramped or restrictive work chamber.
Working around and with machinery having moving parts including power saws.