Position: Maintenance Worker

Position Number: 

Department/Site: Maintenance

FLSA: Non-Exempt – (Classified L-39)

Reports to: Director of Maintenance and Operations

Salary Range: 23

BASIC FUNCTION:

Under the direction of the Director of Maintenance and Operations, perform minor maintenance, repair and construction duties to campus buildings and equipment; assist skilled trades workers in completion of projects as assigned.

REPRESENTATIVE DUTIES:

Perform minor repair and construction work to campus buildings and equipment; assist in the basic trades, including carpentry, electrical, plumbing, locksmithing, heating and cooling. E

Perform minor carpentry work, such as installation of pencil sharpeners, tack boards, chalk boards and towel dispensers; maintain, repair and assemble furniture, shelving, cabinets and other articles made of wood; assist in large remodel projects. E

Clean, adjust and assist in the installation, repair and maintenance of door locks and closures. E

Repair and replace broken glass, such as small window panes, fire extinguisher cabinets and related articles made of glass. E

Assist in the repair and maintenance of heating and cooling equipment; conduct compressor blow-downs; test nitrate levels and maintain related records; assure proper operation of heating and cooling systems. E

Repair minor roof leaks; clean downspouts and rain gutters; assist other maintenance staff with major roofing repairs. E

Perform minor plumbing repairs; replace faucets and washers and flush valve adjustments; unclog sewers and repair minor pipe leaks. E

Perform minor electrical repair; replace damaged cords and plugs; replace clocks and broken lenses. E

Assist skilled maintenance personnel in completion of projects as assigned. E

Operate and maintain a variety of power and hand tools and equipment, including jack hammers, saws, tractor, forklift, jointers, drills and other equipment; drive a vehicle to conduct work. E

Perform a variety of duties to assist College Administrators and staff; move furniture and filing cabinets; clean spills; unplug and repair toilets and sinks; escort visitors and vendors to campus locations.
Assist in the maintenance and repair of small engine equipment and vehicles.
Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**
- Methods, equipment and materials used in minor maintenance work, including carpentry, electrical and plumbing.
- Interpersonal skills using tact, patience and courtesy.
- Basic record-keeping techniques.
- Health and safety regulations.

**ABILITY TO:**
- Perform minor maintenance, repair and construction duties to campus buildings and equipment.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Maintain simple records.
- Establish and maintain cooperative and effective working relationships with others.
- Perform maintenance work using a variety of tools and machines utilized in the basic trade.
- Analyze situations accurately and adopt an effective course of action.
- Work from blueprints, shop drawings and sketches.
- Observe legal and defensive driving practices.
- Perform heavy physical labor.
- Use a variety of tools and machines utilized in trades to which assigned.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and one year experience in general maintenance and repair or construction work.

**LICENSES AND OTHER REQUIREMENTS:**

- Valid California driver’s license.
- Valid Forklift Operator’s Certificate.

**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.