

SKILLED MAINTENANCE WORKER

DEFINITION:

Under general supervision of the Maintenance and Operations Manager, performs a variety of skilled maintenance, construction, grounds mechanical and repair work; may work independently in one or more craft area or work with other maintenance employees in a specific trade; may be assigned to assist specific school sites in performing a variety of maintenance tasks as part of a work order maintenance program; assumes and performs related work as necessary or required.

CLASS CHARACTERISTICS:

Incumbents independently perform a wide variety of skilled tasks in one or more craft areas such as painting, lock, HVAC, carpentry, glazing, plumbing, flooring, or furniture repair. This class is distinguished from other Maintenance classes in that incumbents are selected based upon having expertise within a specific craft area and the ability to perform skilled maintenance work in a variety of other areas.

EXAMPLES OF DUTIES: (NOTE: The listed duties described are typical for the class collectively, but no one position would normally be expected to include all of these specialties).

Performs skilled painting, carpentry, plumbing, lock, HVAC and furniture repair work; *E*

Assists in other journey-level crafts and trades in a variety of construction, grounds, maintenance, mechanical and repair tasks; *E*

Provides assistance to specific school sites in performing a wide variety of repairs, generally beyond the capability of site employees, as part of a work order program; *E*

Keeps records of work orders completed and/or equipment maintenance work performed; *E*

May contact vendors, requisition supplies and materials;

May repair glass and mirrors;

May make minor repairs/replacement of electrical fixtures, plugs and lighting components;

May utilize a PC (Personal Computer) to access information, order supplies, keep inventory, etc;

May perform semi-skilled or unskilled work as assigned;

May perform heavy manual labor.

E denotes an essential function of the job.

Skilled Maintenance Worker - Continued

SUPERVISION:

General supervision is received from the Maintenance and Operations Manager.

Leadership and direction may be provided to assigned helpers. Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

Basic operations, tools and materials employed in a variety of building maintenance, crafts, mechanical and grounds work;

Specialized, skilled knowledge in at least one of the above listed craft areas;

Appropriate safe working, health and safety precautions and procedures;

Shop math applicable to building and repair trades;

Basic record keeping systems.

Ability to:

Perform skilled work in one or more of the trades, maintenance or mechanical areas listed above;

Work from blueprints, diagrams, technical trade manuals;

Estimate materials and cost needed to complete assigned tasks;

Operate a variety of grounds maintenance and motor vehicle equipment;

Perform heavy manual labor in outdoor weather conditions;

Learn to operate a PC (Personal Computer) and applicable shop specific software;

Understand and carry out oral and written instructions;

Establish and maintain cooperative working relationships.

EDUCATION AND EXPERIENCE:

Individuals possessing the foregoing knowledge, skills and abilities are considered to possess education necessary to succeed in this class. The basic educational skills are typically acquired in completion of high school. Job specific skills are typically acquired by completion of training in one or more trade areas. Two to three years of work experience performing skilled tasks as described above is required.

LICENSE REQUIRED:

Possession of a valid and appropriate California Driver's License.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Stands, walks, climbs stairs and ladders, maintains balance, stoops, bends repeatedly, kneels, and frequently reaches over head to perform work; frequently lifts, pushes, pulls, and carries over 100 pounds; repetitively uses fingers on both hands, twists and exerts pressure with wrists and hands;

Skilled Maintenance Worker – Continued

PHYSICAL DEMANDS AND WORKING ENVIRONMENT: (Continued)

uses both hands/legs simultaneously; requires rapid mental/muscular coordination; communicates clearly and is able to understand normal voice conversation; requires hearing over a broad range of frequencies; has good depth perception and normal color vision; visual acuity sufficient to see small details and safely operate a District vehicle; works in various lighting conditions; works around a variety of powered and belt driven equipment; uses a telephone; works inside and outside with frequent temperature changes; occasionally exposed to odors, fumes, dust, and toxic materials; has direct contact with District staff and vendors; works without direct guidance from supervisor; wears safety equipment appropriate to the job. Employment is contingent upon passing a physical examination and back evaluation test.

Revised 5/95

Last revised 12/12/02

Revisions effective 3/19/09