



OCEAN VIEW SCHOOL DISTRICT  
Personnel Commission



## SKILLED MAINTENANCE WORKER

### JOB SUMMARY:

Under general supervision of the Maintenance and Operations Manager, performs a variety of skilled maintenance 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.

### CLASS CHARACTERISTICS:

Incumbents independently perform a wide variety of skilled tasks in one or more craft areas such as painting, locksmith, electrical, HVAC, carpentry, glazing, plumbing, flooring, and welding. Duties are primarily performed at a skilled level in the area of specialization, but also perform support duties in other trades as required to complete jobs. 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.

### REPRESENTATIVE DUTIES (*E denotes an essential function of the job.*):

(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).

Inspect, repair, fabricate, install, service, and maintain facilities and buildings of the District; prepare rough sketches of work and estimates of materials and labor when necessary; *E*

Determine priorities for requisitioning materials and supplies; keep tools and equipment in good condition; *E*

Maintain records and make reports, prepare reports on work completed and materials used; *E*

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

Provide 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*

*Example of duties in corresponding trades:*

### Painting

Perform a variety of painting duties; prepare and finish various surfaces; water blast

surfaces to remove paint, rust and dirt to prepare surfaces for painting; *E*

Paint walls, doors, rooms, building and other surfaces as required; use spray equipment or brushes; *E*

Refinish furniture; hang wall coverings; mix and match paint colors; erect and work from ladders, scaffolding and rigging. *E*

### **Locksmith**

Perform a variety of locksmith duties; install, repair, and replace and adjust locks on doors, cabinet locks, hardware, padlocks, desks, vehicles, lockers, safes, and other locking devices; recommend proper method and procedures for security; *E*

Repair, install, and adjust all types of door closer and holders, including hinges; determine optimal lock application for specific requirements and situation; duplicate keys, re-key all types of locks and maintain keying record by means of computer equipment.

Order replacement parts as required; use key cutting machine to make keys by duplication or from key codes; change locks combinations. *E*

### **Electrical**

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

Install and replace ballast; *E*

### **HVAC**

Perform a variety of HVAC duties; assist in installing heating/air conditioning equipment and systems for the purpose of providing comfort inside facilities; *E*

Assist in the inspection of systems and their components; (e.g. air conditioning, heating and refrigeration units, building exhaust fans, ventilation units, etc.) Work with HVAC Mechanic in ensuring safety and identifying necessary repairs and providing an ongoing program of preventive maintenance; *E*

Assist in diagnosing problems and/or failures in heating/air conditioning / refrigeration systems for the purpose of identifying equipment and/or systems repair and replacement needs; *E*

Perform routine and preventive maintenance as needed and/or assigned for the purpose of ensuring the ongoing functioning of HVAC systems; *E*

### **Carpentry**

Perform a variety of carpentry duties; construct, fabricate, install, replace doors, walls, signs, desks, counters, shelves, shelf units, computer tables, chairs, benches, tables, buildings, sheds, scaffolds, forms, frames, window frames, fences, and stairways; construct temporary and permanent buildings and structures; *E*

Inspect roofs; repair roof leaks and potential roof leaks; inspect repairs and re-roofing performed by outside contractors; design and make changes in existing roof details; perform preventative maintenance of roofs. *E*

### **Glazing**

Perform a variety of glazing duties;

Glaze windows; *E*

Remove putty and broken glass in frames or sashes; cut, fit, and fasten glass or plastic into windows, transoms, skylights, doors, partitions, aquariums, and a variety of related fixtures; *E*

Set glazier points or metal clips in wood or metal sashes; smooth putty into joints and bevels; *E*

Install and replace hinges, and other hardware related to glazing; seal, secure and board up windows as necessary. *E*

### **Plumbing**

Perform a variety of plumbing duties; install and repair pipes, fitting and fixture of heating, water, drainage systems and gas lines; *E*

Troubleshoot malfunctions and identify plan of action to resolve problem; install, maintain, and repair steam radiators, steam boilers, water heaters, forced air heaters, radiant heating systems, earthquake valves, water cooler and valves, water coolers and pumps on steam heating systems. *E*

### **Flooring**

Perform a variety of flooring duties; clean floor surfaces (e.g. carpet, tile, wood, etc.); *E*

Repair minor damage to carpets and thresholds; *E*

Respond to emergencies, outcalls, requests and work orders (e.g. damage from fire, sewage, bodily fluids, etc.); *E*

Remove existing carpets and prepare floors for new coverings; *E*

Report hazards for the purpose of ensuring timely resolution of safety issues; *E*

**Welding**

Perform a variety of welding duties; weld, braze, rivet, and cut metal; use electric and gas welding outfits, cutting torch and shaping tools; *E*

Fabricate metal parts and equipment such as racks, benches, boxes, hoists, and machine support;

Construct or make welding repairs to metal equipment such as handrails, fences, and metal doors, drain gates and playground equipment; *E*

May contact vendors, requisition supplies and materials;

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

May perform heavy manual labor;

Perform other duties as required to accomplish the objectives of the position.

**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;
- Principles, practices, methods, techniques, materials, tools equipment, layouts and set-ups used in the area of specialization;
- Appropriate safe working, health and safety precautions and procedures;
- Pertinent Federal, state and local laws, codes and regulations in area of specialization;

- 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 and maintain 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 effective interpersonal relationships using tact, patience and courtesy.

**EMPLOYMENT STANDARDS:**

**Education:**

- High school diploma or equivalent.

**Experience:**

- Two (2) years of work experience working in the area of specialization at a skilled level.

**LICENSE REQUIRED:**

Possession of a valid and appropriate California Driver License.

**PHYSICAL DEMANDS.WORKING ENVIRONMENT AND HAZARDS:**

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; 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 and at times adverse weather conditions; 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Revised 5/95

Last revised 12/12/02

Revisions effective 3/19/09

Job Description Review and Revisions Effective 4/10/14

Skilled is defines as: an employee who is capable of working independently and efficiently and turning out accurate work. Through work experience must be able to work from simple blueprints, diagrams, or technical trade manual.