

## POSITION DESCRIPTION

### Skilled Maintenance Technician

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**Position** ..... Skilled Maintenance Technician  
**Department/Site** ..... Facilities and Construction  
**FLSA** ..... Non-Exempt  
**Evaluated by** ..... Maintenance Supervisor  
**Salary Range** ..... 38

#### **Summary**

Provides a variety of skilled construction, alteration, maintenance, and repair of facilities and buildings. Works in a several areas of specialization (e.g., electrical, plumbing, locksmith, roofing, general carpentry). Must be capable of leading projects and performing related work at the journeyman level and assisting others in their specialty.

#### **Essential Duties and Responsibilities**

- Performs some or all of the following, depending on the primary area of assignment.
- Installs, maintains, troubleshoots and repairs electrical distribution systems and fixtures, including those categorized as industrial/commercial. Installs, adjusts, repairs or replaces electric lights, motors, heaters, generators, transformers, switchboards and other electrical apparatus. Installs transmission lines for electrical equipment. Participates in projects such as wiring communications lines between and within structures.
- Maintains, inspects, diagnoses and makes emergency repairs to steam, natural gas, water, refrigeration, and air distribution systems. Tests, adjusts, and calibrates boiler and air conditioning machinery and mechanical, electrical, and pneumatic control instruments. Tests and may chemically treat boiler, condenser and cooling tower water and water from other systems. Adjusts repairs or replaces motors, and other electrical apparatus. Services and may install direct digital control systems. Performs a variety of painting and varnishing duties. Paints walls, doors, rooms, buildings, parking lots, and other surfaces as required. Uses spray equipment or brushes. Prepares and finishes various surfaces. Prepares surfaces and applies paint, varnish, and other protective and decorative finishes in a manner that reflects senior-level skill and ability. Finishes surfaces to comply with applicable building codes, District standards, and the usage or exposure of the surfaces.
- Performs major plumbing repairs. Inspects, maintains, and repairs complete plumbing systems, including other fluid flows such as natural gas. Fits, installs, and repairs sewer lines, water lines, heaters, valves, seals, and back flow preventers.
- Performs a variety of journey-level carpentry duties. Constructs, fabricates, installs, repairs or replaces doors, walls, signs, desks, counters, shelves, shelf units, computer tables, chairs, benches, bleachers, tables, sheds, scaffolds, forms, frames, window frames, fences and stairways. Participates in the construction of temporary and permanent buildings and structures. Glazes and fits windows.
- Performs locksmith duties. Installs, repairs, and replaces locks on doors, desks, gates, and lockers. Installs electronic door mechanisms.
- Maintains swimming pools to comply with all applicable health and safety standards and requirements and optimal conditions for use. Checks pool water level and gutters, boiler readings, and test temperature, chemical and pH level, control valves on a daily basis. Adds chemical additives to maintain optimal conditions, and checking for leaks.
- Inspects, tests, and repairs smoke and heat sensors, fire alarms, pulls, and panels to meet applicable standards. Conducts preventive maintenance on sprinkler components.

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- Maintains up-to-date knowledge of elevator emergency safety and evacuation procedures. Assists elevator company representatives ongoing elevator testing and maintenance.
- Inspects roofs. Repairs roof leaks and potential roof leaks. Performs preventive maintenance of roofs. Documents work performed and overall roof conditions.
- Performs a variety of masonry duties including construction and repair of masonry walls, screens, retaining walls, benches, edgings and facings.
- Serves as a project leader for installations and remodels by planning work to be performed, developing budgets and material and labor estimates, and sequencing work activities. Maintains required records and makes reports. Prepares reports on work completed and materials used.
- Operates and performs maintenance of equipment including light tractors, skip loaders, forklifts and other labor saving devices. Performs a full range of vehicle preventive maintenance and servicing. Diagnoses mechanical and electrical systems. Performs routine vehicle tune-ups, lubrication, oil and oil filter changes.
- Performs safety and operating checks on District vehicles, ensuring vehicle safety for the transportation of students. Inspects light, brakes, seating, oil, and water leaks.
- Performs automotive and equipment repair.
- Fabricates and welds metal fixtures such as, but not limited to, rails, platforms, stairs, and gates.
- May train and guide the work of student and temporary workers assisting with maintenance.
- Performs other duties as assigned that support the overall objective of the position.

### **Qualifications**

#### **- Knowledge, Skills, and Abilities**

- Requires in-depth knowledge in area of assignment and working knowledge of one or more of the following; electrical, plumbing, painting, carpentry or automotive mechanics.
- Requires a working knowledge of the uses and purposes of hand and power tools and equipment used on construction and general maintenance.
- Must be thoroughly familiar with safe work practices and the safety orders of the California OSHA related to area of specialty.
- Requires sufficient communications skills to convey information to co-workers and contractors.
- Requires sufficient math skills to make measurements and estimate costs.
- Requires the ability to perform basic to journeyman level electrical, plumbing, carpentry, heating and air conditioning, locksmith, and commercial painting work skillfully and in a timely manner.
- Requires the ability to promptly respond to emergencies, including fire alarms and power outages.
- Requires the ability to operate trucks, forklifts, boom trucks, chain hoists, electric high-lift equipment, and maintenance equipment, including a full range of hand and power tools used to perform construction, carpentry, electrical and mechanical services such as instrumentation and controls. Requires the ability to perform welding and glazing.
- Requires the ability to maintain, and repair fire prevention systems.
- Requires the ability to read and interpret engineering drawings, sketches, blueprints, schematics, and building and fire codes.
- Requires the ability to maintain records and activity logs.
- Requires the ability to estimate materials and labor for assignments.

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- Requires the ability to work cooperatively and maintain harmonious relations with staff, contractors, and the public.
- Requires the ability to observe safe work practices and handle hazardous materials according to accepted procedures.
- Requires the ability to work variable schedules.

#### **Physical Abilities**

- Requires the ability perform work of an active nature, to stand for extended periods of time, walk up to 400 yards, and manipulate (lift, carry, move) heavy weights of up to 75 pounds on a regular basis.
- Requires the ability to push, pull, and guide materials over 75 pounds.
- Requires the ability to climb, stoop, kneel, and crouch on a regular basis.
- Requires sufficient hand-eye coordination, hand and finger dexterity including ability to grasp, and visual acuity to operate specialized equipment and read technical (including blueprints) and safety information.
- Requires auditory ability to hear machinery sounds and alarms.
- Requires near and far visual acuity to read printed materials, moving objects, and observe work-in-progress.
- Requires speaking ability to carry on ordinary conversations.
- Requires the ability to work in extreme temperature conditions.

#### **Education and Experience**

- An associate degree, or the completion of at least sixty (60) college-level semester units, and two years of journey-level experience in the area of the specific assignment; or, in the absence of an associate degree, or the completion of at least sixty (60) college-level semester units, four years of journey-level experience in the area of the specific assignment.

#### **Licenses and Certificates**

- Requires a valid driver's license.

#### **Working Conditions**

- Work is performed indoors and outdoors in extreme weather conditions where significant safety considerations exist from full-body physical labor and handling of medium-to-heavy weight materials.