

SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: BUILDING MAINTENANCE SPECIALIST, Grade 54

DEFINITION:

Under general supervision, performs a variety of general building maintenance and construction tasks ranging in complexity from unskilled to skilled, and related to a diversity of trades, including carpentry, plumbing, electrical, HVAC, and painting; design, plan and estimate projects involving maintenance, repair and construction work; maintain facilities in safe condition; may work at a variety of sites with minimal supervision; may occasionally train, lead and oversee the work of lower-level or temporary maintenance workers.

DIVERSITY STATEMENT:

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

REPRESENTATIVE DUTIES:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

ESSENTIAL FUNCTIONS:

Install, maintain, diagnose and repair problems with electrical systems including 110- and 220-volt services, light fixtures, switches, fuses, outlets, receptacles, and plugs.

Remodel or construct buildings or portions of buildings including the removal, reconfiguration, and installation of walls, partitions, lighting, electrical outlets, and computer cabling.

Install, maintain, diagnosis and repair problems with rooftop heating and ventilation units, including motors and fan blowers.

Reduct heating, ventilation, and air conditioning systems; calibrate thermostats.

Install, maintain, diagnose and repair problems with plumbing fixtures, including flushing mechanisms, sprinkler systems, water faucets, valves, drinking fountains, fittings, and gaskets.

Clear obstructed drains and sewer lines.

Maintain, and troubleshoot problems with security and alarm systems.

Provide for on-going preventative maintenance by inspecting facilities, systems and component machinery in order to identify potential repairs.

Remove and replace glass windows.

Frame stud walls and install dry wall.

Design, construct and install shelving, risers, cabinets, storage units, counter tops, ramps, gates, partitions, sidewalks, etc.

Retrofit exterior wood door jambs, and install new doors and associated hardware, including locks and hinges.

Construct and make repairs to broken metal fixtures and components.

Install or remove and replace carpet tiles and baseboards.

Repair, replace or install asphalt composition or rockover roofing; repair stucco on exterior walls; patch concrete.

Works with a variety of inspectors to ensure compliance with health and safety regulations.

Visit departments requesting service and gather information to identify department needs, plan work to be done, and determine materials, supplies and equipment necessary to complete assigned maintenance and construction projects.

Prioritize work to ensure the safety of students, and schedule work to minimize interruptions to SDCOE operations.

Schedule and oversee the work of temporary maintenance crews.

Design maintenance and construction projects and/or related systems.

Prepare shop drawings, sketches and/or prototypes.

Assist in contacting vendors to order or obtain information concerning materials, supplies, parts and equipment.

Monitor various maintenance and construction projects accomplished by vendors and contractors and make reports to the designated supervisor.

Assist in the evaluation of proposed capital outlay projects, suggest alternatives and assist in preparing justifications.

May occasionally train, lead and oversee the work of lower-level or temporary maintenance workers.

Perform a variety of unskilled maintenance and repair tasks such as replacing fluorescent light bulbs and resetting wall clocks.

May perform all the tasks listed above at a variety of off-site locations with minimal supervision.

NON-ESSENTIAL FUNCTIONS:

Purchase materials, supplies, and equipment.

Perform related duties as required.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

Possession of a valid California driver's license and proof of automobile insurance are required at the time of appointment.

EDUCATION AND EXPERIENCE:

Any combination of training and experience which clearly demonstrates possession of the knowledge and abilities detailed below. Typical qualifying experience would include: a minimum

of three (3) years of experience involving the maintenance and repair of structures, utilities, plumbing, water and electrical systems. Experience must include the performance of construction tasks. Experience planning and estimating for a variety of trade projects such as carpentry, painting, roofing, electrical, plumbing and heating is preferred.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Proper methods, materials, tools, and equipment used in the repair and maintenance of buildings;

General construction practices, materials and tools;

The relationships between building trades;

Shop math applicable to the building trades;

Appropriate safety precautions and procedures.

ABILITY TO:

Perform a variety of building maintenance, repair and construction tasks ranging in complexity from unskilled to skilled;

Skill in reading and interpreting work drawings, blueprints and plans:

Use hand and power tools properly and safely;

Analyze maintenance problems, and devise and implement appropriate, effective solutions;

Design and plan projects and/or systems;

Estimate material and supply costs; create shop drawings and sketches;

Estimate scope of work assigned and plan work accordingly;

Train and oversee the work of others;

Understand, maintain and operate computerized energy management systems;

Understand and follow oral and written instructions;

Communicate orally; maintain routine records;

Establish and maintain cooperative relationships with those contacted in the course of work;

Work effectively with minimal supervision.

WORKING CONDITIONS & PHYSICAL ABILITIES:

Indoor and outdoor work assignments.

Must be able to hear and speak to exchange information; see to perform assigned duties; possess dexterity of hands and fingers to operate assigned equipment; stand, walk, bend, stoop; twist, push, pull, kneel, and squat for extended periods of time; reach overhead, above the shoulders and horizontally, to perform assigned duties; lift, carry, push and pull tools, materials, equipment

and furniture weighing up to 75 lbs.; climb ladders and work on rooftops and high locations; crawl into attics and tight spaces; and work in confined and/or high areas.

DISTINGUISHING CHARACTERISTICS:

The Building Maintenance Specialist is distinguished from the lower Skilled Maintenance Worker in that the former has Responsibility for the more complex maintenance and construction tasks involving multiple trades. Incumbents are required to possess the broad spectrum of abilities related to maintenance and construction skills capable of carrying a job through from conceptualization to completion. Incumbents develop and design complex project ideas, estimate necessary materials and supplies, and plan and implement steps to complete the projects. Incumbents may work at a variety of off-site locations without supervision and, as such, would function with a greater level of independence in the performance of tasks requiring a considerable degree of judgment and discretion. Incumbents may also occasionally train and lead the work of lower-level or temporary maintenance staff.

Established	Revised	FLSA Status	Salary Range
07/1998	6/99; 9/09; 6/19; 4/21	Non-Exempt	Classified Support Grade 54

Approved by the Personnel Commission: July 31, 1998