

SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: SKILLED MAINTENANCE WORKER, Grade 51

DEFINITION:

Under general supervision, performs a variety of general building maintenance and occasional construction tasks ranging in complexity from unskilled to skilled, and related to a diversity of trades, including carpentry, plumbing, electrical, HVAC, and painting; maintains facilities in safe condition.

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:

Maintains, diagnoses and repairs problems with electrical systems including 110- and 220-volt services, light fixtures, switches, fuses, outlets, receptacles, and plugs;

Remodels interior office space involving the removal, reconfiguration, and installation of walls, partitions, lighting, electrical outlets, and computer cabling;

Maintains, diagnoses, and repairs problems with rooftop heating and ventilation units, including motors and fan blowers;

Maintains and troubleshoot problems with security and alarm systems;

Re-ducts heating, ventilation, and air conditioning systems;

Calibrates thermostats;

Maintains, diagnoses and repairs problems with plumbing fixtures, including flushing mechanisms, sprinkler systems, water faucets, valves, drinking fountains, fittings, and gaskets;

Clears obstructed drains and sewer lines;

Removes and replace glass windows;

Frames stud walls and install dry wall;

Constructs and installs shelving, risers, and cabinets;

Retrofit exterior wood door jambs, and installs new doors and associated hardware, including locks and hinges;

Installs or removes and replaces carpet tiles and baseboards;

Repairs, replaces or installs asphalt composition or rockover roofing;

Repairs stucco on exterior walls;

Patches concrete;

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

NON-ESSENTIAL FUNCTIONS:

Performs related duties as assigned.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

None

EDUCATION AND EXPERIENCE:

A combination of training and experience equivalent to: a minimum of two (2) years of experience involving the maintenance and repair of structures, utilities, plumbing, water and electrical systems. Experience must include the performance of construction tasks. Note: grounds maintenance, janitorial or custodial experience is not qualifying.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

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

Appropriate safety precautions and procedures.

ABILITY TO:

Perform a variety of building maintenance tasks ranging in complexity from unskilled to skilled;

Use hand and power tools properly and safely;

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

Understand, maintain and operate computerized energy management systems;

Understand and follow oral and written instructions; communicate orally;

Maintain routine records; organize work;

Meet schedules and timelines for completion of work;

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

Read and interpret working drawings, blue prints, and plans;

Work independently.

WORKING CONDITIONS & PHYSICAL ABILITIES:

Indoor and outdoor work environment.

Must be able to hear and speak to exchange information; see 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; bend, squat, kneel, stretch, twist and work in confined and/or high areas.

Established	Revised	Approved by Personnel Commission	FLSA Status	Salary Range
2/1992	5/98, 6/05, 9/09, 10/18	02/11/1992	Non-exempt	Classified Support Grade 51