



Classification Specification

SKILLED MAINTENANCE WORKER I

Department:	Facilities Services & Maintenance
Reports To:	Supervisor - Facilities Services & Maintenance
Supervises:	N/A
Approval Date:	June 24, 2020
Revised Date:	2010, 2020

General Description:

Perform skilled maintenance of district buildings and equipment to ensure a safe environment for students and staff; perform a variety of skilled tasks in plumbing, carpentry, electrical, heating and air conditioning work, telecommunications, or other facility maintenance functions as assigned.

Distinguishing Characteristics:

Incumbents in the Skilled Maintenance Worker I journey-level classification possess extensive knowledge of at least one trade used by the district, including plumbing, carpentry, electrical, heating and air conditioning work, telecommunications, or other facility maintenance functions.

Incumbents in the Skilled Maintenance Worker II classification perform the skilled duties of the Skilled Maintenance Worker II level, and also serve as a lead to other assigned maintenance personnel. Incumbents in the class possess extensive knowledge of at least two trades used by the district, including plumbing, carpentry, heating and air conditioning work, locksmith, telecommunications, or other facility maintenance functions.

Essential Duties and Responsibilities:

- Perform a variety of skilled general maintenance tasks at district sites; repair and maintain buildings and equipment in connection with construction and mechanical trades, including carpentry, plumbing, heating, air conditioning, electrical, masonry, metal work, glazing, painting, plastering, locksmith, ventilating systems, welding, and mechanics.
- Repair and maintain plumbing fixtures and systems including faucets, drinking fountains, toilets, urinals, sinks, pipes, valves, pumps, and other fittings and fixtures; inspect and repair leaks, obstructions, and general system failures.
- Perform troubleshooting and repair to electrical fixtures, equipment, systems, and other installations; replace light fixtures, ballasts, switches, fuses, plugs, cabling, and other electrical

accessories; trace out wiring, perform diagnostic tests on system components and replace defective wires and parts.

- Repair various types of heating, air conditioning, and refrigeration systems; make routine adjustments and perform preventive maintenance; diagnose malfunctions and determine repair needs; maintain and replace filters as necessary.
- Prepare surfaces for painting; apply paint or other protective or decorative material on a variety of surfaces; operate a brush, roller, or spray gun to apply a variety of surface coverings to various surfaces; clean brushes, tools, and other equipment.
- Perform regular safety checks of facilities to ensure compliance with established laws, codes, and regulations; identify and resolve safety hazards; respond to and resolve emergency situations as required.
- Operate various hand tools and power equipment, including power saws, sander, buffer, and grinders; drive a vehicle to conduct work; pull trailers; operate a forklift, as assigned.
- Operate a computer and assigned software.
- Receive work orders and maintain records on completed work.
- Communicate with personnel and various outside agencies to exchange information, coordinate activities, and resolve issues or concerns.
- Perform other duties as required, related to the primary job duties of the assigned position.

Required Qualifications:

Knowledge of:

- Methods, materials, tools, equipment, and techniques used in skilled maintenance and repair work.
- Health and safety guidelines and regulations related to the various trades.
- Preventive maintenance guidelines for equipment.
- Safety requirements for maintaining school buildings and grounds.
- Operation of a wide variety of hand and power tools and equipment.
- Math applicable to the building trades.
- Applicable building codes, ordinances, fire regulations, and safety precautions.
- Preventive maintenance principles and practices.
- Record-keeping techniques.
- Oral and written communication skills.
- Proper lifting techniques.
- Interpersonal skills using tact, patience, and courtesy.

Ability to:

- Perform a variety of skilled activities in the maintenance and repair of district facilities and utilities.
- Use and care for mechanical tools and equipment.
- Estimate time and materials costs for a specified job.
- Prepare and maintain accurate records and reports.
- Learn procedures and location of equipment used in emergency situations.
- Plan, prioritize, lay out and organize work.
- Work from sketches, diagrams, blueprints, plans, and specifications.
- Work independently with little direction.
- Estimate material and supply needs.

- Observe health and safety regulations.
- Interpret, apply, and explain applicable building codes, ordinances, fire regulations, and safety precautions.
- Understand and follow written and oral instructions.
- Communicate effectively both orally and in writing.
- Operate a computer and assigned software.
- Establish and maintain cooperative and effective working relationships with others.
- Perform heavy physical labor.

Education: High school graduation or equivalent GED, supplemented by appropriate vocational course work and training in one or more trade areas.

Experience: Three (3) years of experience in general construction and maintenance work, including extensive knowledge of a skilled maintenance trade utilized by the district; additional qualifying education may be substituted for experience on a year-for-year basis.

Licenses, Certifications, and other requirements:

- Valid California Class C driver’s license.
- Valid certification in one of the trades or skills utilized by the district.
- Proof of current and valid Tuberculosis screening.

Desirable Qualifications:

- N/A

Working Conditions:

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Indoor/outdoor work environment.
- Exposure to fumes from solvents and chemical products.
- Seasonal heat and cold or adverse weather conditions.
- Work with and around machinery and moving parts.
- Driving a vehicle to conduct work.
- Fast-paced environment with changing priorities.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to:

- Hear and understand speech at normal levels.
- Communicate so that others can clearly understand normal conversation.
- Bend, twist, stoop, or kneel, reach in all directions.
- Operate office equipment.
- Display dexterity of hands and fingers to operate hand and power-driven tools and equipment.

- The employee is often frequently required to: stand and/or walk around for extended periods of time; lift objects up to 100 lbs. in weight; carry objects up to 80 lbs. in weight.

Hazards:

- Working around and with machinery having moving parts.
- Working at heights.
- Power saws and flying debris or nails.
- Exposure to fumes from paints and solvents.
- Working with electrical power supply and high voltage.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.