

Position: **Grounds/Maintenance Specialist III**
 Work Schedule (Monday through Friday or Tuesday through Saturday)

Department: **Maintenance and Operations**

Reports To: **Director of Maintenance Operations and Transportation**

Pay Grade: 16

SUMMARY

Oversees a variety of skilled work in building and grounds maintenance. Oversees the building and remodeling of structures, performance of routine mechanical maintenance, installation and maintenance of irrigation systems and landscapes.

NATURE AND SCOPE

Under general supervision of the Maintenance Supervisor, independently oversees and performs work in the building and construction trades (carpentry, plumbing, painting, electrical, heating/ventilation/air conditioning, floor and ceiling coverings, masonry, landscaping, welding, roofing, preventive mechanical maintenance and other areas involved in maintenance and construction) and has the ability to “troubleshoot” and diagnose in these areas. May assign work to Grounds/Maintenance Specialist I-III personnel. Work relationships extend beyond the peer group to District staff, outside contractors, professional personnel, and students. Requires strong communication (oral and written) skills necessary to discuss complex technical information. Work may be outside in adverse weather conditions.

DISTINGUISHING CHARACTERISTICS

This is the third level in the Grounds/Maintenance Specialist category requiring a high level of performance and experience in maintenance and grounds. Demonstrates a high level competency in multiple skill areas, and exhibits the ability to lead and direct others. Through positive performance evaluations and recommendation from a supervisor, an individual may be hired at the third level in the Grounds/Maintenance Specialist category. This individual must exhibit all the characteristics listed for the Specialist III.

ESSENTIAL TYPES OF DUTIES (Examples)

Check Ticket System Daily for Grounds and Maintenance Work Orders

1. Carpentry - Directs and leads the performance of:
 - “rough” carpentry, i.e. framing, sheetrock, and form work, etc.
 - “finish” carpentry, i.e. cabinet making, “hang” doors, install trim, etc.
2. Plumbing - Directs and leads the installation and repair of:
 - copper, galvanized, and PVC lines
 - sewer and drain lines
 - fixtures, i.e. faucets, toilets, sinks and drinking fountains, etc.
 - shut down main water supply at district sites if needed
3. Masonry - Directs and leads the performance of:
 - forming, pouring, and finishing concrete
 - laying bricks
 - repairing stucco

4. Electrical - Directs and leads the performance of:
 - conduit installation and wire pulling
 - installing and repairing fixtures, i.e. outlets, lights, switches, etc.
 - preventive electrical maintenance, i.e. checking light tubes and ballasts
 - shut down electrical power at district sites if needed

5. Landscaping/Irrigation - Directs and leads in the performance of:
 - soil preparation
 - mowing, trimming, edging, and weeding control
 - pruning trees, shrubs, and hedges, etc.

 - operating and maintaining grounds landscape tools, equipment and vehicles
 - planting and cultivating trees, grass, flowers and shrubs
 - installing and maintaining sprinkler and drip systems in all planters, lawns and field areas
 - abating rodents, weeds, insects and plant diseases (will include the use of insecticides/herbicides)

6. Heating/Ventilation/Air Conditioning - Directs and leads in the performance of:
 - preventive maintenance in the heating/ventilation/air conditioning system (changes filters, greases and oil bearings, motors and compressors)
 - shut down gas valves at district sites if needed

7. Painting - Directs and leads in the performance of:
 - preparing and finishing various surfaces
 - removing paint, rust and dirt (water blasting) to prepare surfaces for painting
 - taping and preparation necessary for spray, brush and roller painting
 - painting walls, doors, rooms, buildings and other surfaces as required
 - using spray equipment, brushes and rollers

8. Floor and ceiling coverings - Directs and leads in the performance of:
 - installing, repairing and maintaining floor tile, acoustical tile, linoleum and carpet

9. Roofing - Directs and leads in the performance of:
 - inspecting roofs, repair roof leaks and potential roof leaks
 - perform preventive maintenance of district roofs, i.e. keeping drains and gutters free of debris

10. Welding - Directs and leads in the performance of:
 - welding equipment (gas, brazing, and arc welding)

11. Preventive mechanical maintenance - Directs and leads in the performance of:
 - operating and maintaining light equipment, tractors, trucks and vans
 - fixing and replacing locks, repair and install new door locks as needed to the district buildings
 - repairs to custodial equipment as needed
 - cleaning both power and hand tools
 - sharpening blade equipment on lawn mowers, edgers, and hand shears

12. Performs related duties and responsibilities as required to accomplish the objectives of the position

QUALIFICATIONS

Knowledge, Skills and Abilities: Requires knowledge of building and grounds construction and maintenance. Must be familiar with materials, tools, equipment, practices and methods used in construction and maintenance. Must have leadership skills sufficient to lead a small maintenance crew. Requires the ability to plan, schedule and direct the activities of co-workers to attain high quality and efficiency in work. Must know and understand safety rules and regulations. Requires the ability to develop bid documents and cost estimates. Requires knowledge of basic computer skills (Word, Excel and CAD programs).

Requires the ability and initiative to independently develop methods and techniques in the interest of effectiveness and efficiency. Must be able to understand and follow oral and written instructions (English), maintain routine records, interpret plans and specifications, and be aware of the department's basic budget operations. Must be able to make mathematical calculations and measurements. Must be able to obtain cooperation and maintain harmonious relations with the employees in other departments contacted during routine performance of duties.

Physical Abilities: Requires the ability to stand, walk and manipulate (lift, carry, move) light to medium weights of up to 90 pounds. May climb (cg ladders), stoop, kneel and crouch. Requires sufficient hand-eye coordination, hand and finger dexterity including ability to grasp, and visual acuity to operate equipment and read technical and safety information.

Education and/or Experience: High school diploma or equivalent plus specialized training or on the job experience and competence in at least five of the building trades (carpentry, plumbing, painting, electrical, heating/ventilation/air conditioning, floor and ceiling coverings, masonry, landscaping, welding, roofing, preventive mechanical maintenance and other areas involved in maintenance and construction) required. Minimum of two years of experience at the journey level in the area of specialization required.

Licenses or Certificates: Requires a valid Driver's License.

Rev: 1/4/21
Board Approved: 5/26/21