

WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

TITLE: ELECTRONICS/SKILLED MAINTENANCE WORKER

BASIC FUNCTION:

Under the direction and supervision of the Supervisor, Maintenance and Operations, performs journey-level skilled work in various building/mechanical/electrical trades in the repair, construction, installation, and upkeep of District buildings, facilities and equipment; including various types of audio, visual, life safety equipment, security alarm, communication, clocks, bells, and other electrical equipment; other related work as assigned.

ESSENTIAL DUTIES:

Installs, inspects, troubleshoots, services, repairs, and maintains communications equipment, clock systems, bells, fire alarms and security alarms.

Inspects, troubleshoots, services, repairs, and maintains audio/visual equipment including video projectors, audio recorders and players, sound reinforcement systems and other related equipment.

Tests faulty equipment components and circuits; repairs or replaces worn or defective components and wiring as necessary; makes adjustments to mechanical parts.

Makes determinations and recommendations regarding the need for new or replacement equipment and/or modifications to existing audio or visual equipment, sound reinforcement systems, communication systems, or other related equipment, and makes suggestions for the best or most appropriate type of materials or equipment for meeting existing needs.

Operates a variety of equipment and machinery such as electronic testing equipment and devices, as well as hand tools.

Orders and stores necessary replacement parts for the maintenance and repair of audio, visual, and electronic, systems.

Performs a variety of rough and other carpentry work; cuts, fits, and installs doors, window frames and accompanying hardware; installs paneling and other decorative materials; replaces and repairs partitions, floor, and ceiling tiles, and other items.

Determines the grade, type, and size of glass or other materials necessary for the repair of broken windows; purchases, stores and inventories all necessary materials according to District guidelines.

Performs glazing work in the repair and replacement of glass; fits windows, sashes and screens.

Prepares sketches to lay out work; estimates costs for labor and needed materials.

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Remodels classrooms and the interiors of other District facilities.

Installs bookcases, cabinets, smartboards, chalk and bulletin boards and wallmounts.

Makes repairs to roofs and other exterior surfaces of buildings and facilities.

Rigs or erects, moves and works from ladders, scaffolding, and platforms as needed or required.

Maintains records of work projects. Establishes an estimated cost for materials and a scheduled timeline in which to complete projects.

Works from specifications, schematics, plans, drawings, blueprints, or verbal directions in carrying out various kinds of assignments.

Consults with department heads, school principals, teachers, custodial personnel and other staff in planning and scheduling audio, visual, electronic, maintenance, repair and remodeling projects

Responds to emergency calls and makes necessary repairs as expeditiously as possible.

Observes and complies with federal, state, and local electrical and safety codes; establishes and implements prudent safety policies and procedures; observes safety of others, and recommends pre-cautionary action if necessary while repairs are in progress.

Drives a service vehicle to and from work sites.

Repairs, maintains and assures equipment is in safe and proper working condition.

OTHER REPRESENTATIVE DUTIES:

Installs, repairs, and replaces light fixtures and other electrical outlets

May be assigned to perform semi-skilled work such as the servicing, repair, and replacement of pumps, motors, valves, thermostats, dishwashers, disposals, faucets and refrigerators.

May be assigned to supervise and direct the work of other skilled maintenance workers in the performance of their specialized trades.

Performs other related duties as required or assigned.

ORGANIZATIONAL RELATIONSHIPS:

- Supervision: (1) Reports to and receives direction from the Supervisor, Maintenance and Operations
- (2) May assign work and supervise, on a project basis, other personnel assigned to assist in the installation, repair, and maintenance of audio visual, communication equipment, or other electronic equipment, and set up and/or performance of maintenance or remodeling projects.

Internal Contacts: Ongoing contact with grounds and other maintenance personnel, school principals department heads, teachers, custodial and other district personnel.

External Contacts: Ongoing contact with material supply sources. Some contact with sales people and contractors.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Theories and principles of electronics.

Electronic components and circuits.

Troubleshooting techniques required in the maintenance, diagnosis, and repair of electronic and mechanical equipment and systems.

Basic electrical theory.

Applicable electrical codes and their proper implementation.

Proper methods, materials, tools, and equipment used in skilled carpentry, journey-level maintenance, plumbing, tile, roof, electronic and electrical repair work.

Requirements of maintaining buildings and facilities in good repair.

Methods and procedures for proper handling, cutting, and installation of glass and related materials.

Basic qualities and uses of various woods and other construction materials.

Proper methods for servicing and maintaining assigned tools in proper working condition.

Technical aspects of glazing, rough carpentry work, installation of windows and doors, and remodeling of classrooms and other facilities.

The variety of tools and equipment utilized in the performance of duties.

Design, construction, installation, and maintenance of various kinds of electronic apparatus and equipment.

Principles and practices for providing work direction and guidance to others.

Applicable laws, codes and regulations including fire, safety, handicap and related codes.

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Health and safety regulations, and appropriate safety precautions and procedures in a school environment.

Interpersonal techniques using tact, patience and courtesy.

Record-keeping techniques.

Basic math.

Reading and writing communication skills.

Proper methods for storing equipment, materials, and supplies.

ABILITY TO:

Make quick and accurate arithmetic calculations related to specialty.

Test and evaluate electronic systems.

Use a variety of tools and equipment necessary to repair and maintain electronic systems and equipment.

Determine grade, size and type of glass to be used in making repairs and installation.

Replace and install a variety of glass.

Perform a wide variety of semi-skilled and journey-level carpentry work in the alteration, repair, and remodeling of buildings and facilities.

Use a variety of tools and power equipment in the performance of glazing, carpentry, tile setting, electrical, plumbing, and painting trades.

Perform skilled work in the installation, maintenance, and repair of electronic systems and equipment.

Plan and lay out work assignments; including estimating labor and material costs.

Interpret and work from blueprints, shop drawings, sketches, plans, and specifications.

Perform shop mathematics.

Operate a district vehicle, observing safe, legal and defensive driving practices.

Perform heavy physical labor work independently with little direction

Understand and follow both oral and written directions.

Establish and maintain cooperative and effective working relationships with others.

Work courteously and tactfully with co-workers and public.

Read, interpret and follow rules, regulations, policies and procedures.

Receive constructive criticism and modify work appropriately.

Interpret a variety of instructions furnished in written, oral, and diagram form.

Read and work from specifications, schematics, plans, sketches or drawings, blueprints, and technical manuals.

Understand and follow oral and written directions.

Work independently with little direction.

Provide work direction and guidance to others as assigned.

Maintain routine records and logs.

Prioritize and identify needs and solve problems independently as appropriate.

Communicate effectively both orally and in writing.

Meet schedules and time lines.

Adapt easily to work assignments, additional priorities and new procedures.

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.

The employee is regularly required to stand; walk; use hands to finger, handle or feel; reach with hands and arms above head; talk and hear. The employee frequently is required to stand, walk, stoop, kneel, crouch, crawl, climb or balance. The employee must frequently lift and/or move objects or materials weighing up to 75 pounds; occasionally lift and/or move 100 pounds with assistance. Specific vision abilities required by this job include close vision, depth perception, peripheral vision, color vision, and the ability to focus.

WORK ENVIRONMENT:

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, fumes or airborne particles, and risk of electrical shock. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals, outside weather conditions, extreme heat, explosives, and vibration. The noise level in the work environment is usually moderate but on occasion can be loud.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: (1) Graduation from high school; and
(2) Three years of journey-level experience in building trades or general building, including carpentry.

Any combination of experience and training that would provide the required knowledge and skill may be qualifying. A typical way to obtain the required knowledge and skill would be equivalent to: (1) graduation from high school; supplemented by specialized training in the maintenance and repair of electronic equipment; and (2) two years of experience in the maintenance, operation, and repair of a variety of audio/visual and other electronic equipment. Familiarity of telecommunication equipment, fire, alarm and security systems and their maintenance is desirable.

LICENSES AND OTHER REQUIREMENTS:

Possession and maintenance of a valid California Driver's License.

Insurability by the District's insurance carrier.

PREPARED BY: Classified Personnel Department_ DATE: April 17, 2014

APPROVED BY: Personnel Commission DATE: April 20, 2014