

Position: Maintenance Specialist II	Position Number:
Department: Maintenance & Operations	FLSA: Non-exempt
Reports to: Director of Maintenance & Operations	Salary Grade: 17

Summary

Provides a variety of semi-and-skilled work in the maintenance, alteration and repair of facilities and buildings. Works primarily in a single area of specialization (locksmith, painter, roofing, masonry, general carpentry, for example), yet is fully qualified and capable of performing related work at this level of skill and assisting others in higher classifications (advanced carpentry, wastewater treatment, electrical, plumbing, e.g.).

Distinguishing Characteristics

This is the second level in a multi-skilled Maintenance Specialist series, requiring general experience in one area of specialization and additional skills and abilities in related areas. Advancement to Maintenance Specialist III is possible in the electrical, advanced carpentry, and plumbing areas providing the incumbent is licensed (or carries similar credentials) to perform that level of work.

Essential Duties and Responsibilities

Performs some or all of the following independently or in participation with a Maintenance Specialist III or higher, depending on the area of assignment and the ability of the employee.

- Participates in inspections and performs repairs and maintenance to facilities and buildings of the District.
- Performs basic painting and varnishing duties. Paints walls, doors, rooms, buildings, parking lots, and other surfaces as required. Uses spray equipment or brushes. Prepares and finishes various surfaces. Prepares surfaces by water blasting, scraping, using commercial paint removers, fills cracks and holes or sizing plaster walls. Applies paint, varnish, and other protective and decorative finishes in a manner that reflects senior-level skill and ability.
- Performs urgent plumbing repairs. The Specialist II will also assist the Plumber in inspecting, maintaining, and repairing complete plumbing systems, including fluid flows (e.g., natural gas) in addition to water and sewage.
- Performs a variety of general carpentry duties. Under the guidance of a Master Carpenter, constructs, fabricates, installs, repairs or replaces doors, walls, signs, desks, counters, shelves, shelf units, computer tables, chairs, benches, tables, sheds, scaffolds, forms, frames, window frames, fences and stairways. Participates in the construction of temporary and permanent buildings and structures.
- Inspects roofs. Repairs roof leaks and potential roof leaks. Performs preventive maintenance of roofs. Makes and keeps repair records and photo files on all major repairs and re-roofing.

- Performs a variety of masonry duties including construction and repair of masonry walls, screens, retaining walls, benches, edgings and facings.
- May participate in projects such as wiring communications lines between and within structures.
- Maintains required records and makes reports. Prepares reports on work completed and materials used.
- Performs basic preventive maintenance servicing on air-conditioning and heating systems. Changes filters. Greases and oils bearings, motors, and compressors per specifications and standing procedures.
- Performs basic electrical servicing such as changing lights, ballasts, outlets, and switches, following established procedures.
- Operates and performs minor maintenance of light equipment including light tractors, skip loaders, forklift and other labor saving devices.
- May maintain grounds. May train and guide the work of student workers performing custodial and grounds keeping work.
- Performs related duties as required to accomplish the requirements of the position. May perform the duties of Maintenance Specialist I on an intermittent basis depending on need.

Qualifications

- **Knowledge and Skills**

Requires a working knowledge of the principles, practices, methods, techniques, materials, tools, equipment, layouts and set-ups used in the incumbent's area of specialization. Requires a working knowledge of the uses and purposes of general maintenance, hand and power tools and equipment. Must be thoroughly familiar with safety orders of the Industrial Accident Commission related to area of specialty. Requires sufficient communications skills to convey information to co-workers and contractors.

- **Abilities**

Requires the ability to perform the essential duties in the area of specialization at the journey level with minimal supervision. Must be able to use and maintain all of the tools, equipment, vehicles used during routine performance of duties. Requires the ability to organize and guide others in projects within the incumbent's area of specialization. Requires the ability and initiative to independently develop methods and techniques in the interest of effectiveness and efficiency. Must be able to read and understand blueprints and schematic drawings. Must be able to understand and follow oral and written instructions, maintain routine records and interpret plans and specifications found in area of specialization. Must be able to obtain cooperation of and maintain harmonious relations with the employees in other departments contacted during routine performance of duties. Requires the ability to work variable schedules and travel to various sites to complete projects and support special events.

- **Physical Abilities**

Requires the ability to stand for extended periods of time, walk up to 400 yards, and manipulate (lift, carry, move) light to medium weights of up to 50 pounds on a regular basis, pushing, pulling and guiding materials over 50 pounds on an intermittent basis. Climbs (e.g. ladders), stoops, kneels, and crouches on a regular basis. Requires sufficient hand-eye coordination, hand and finger dexterity including ability to grasp, and visual acuity to operate specialized equipment and read technical (including blueprints) and safety information.

- **Education and Experience**

The position requires a High School diploma or equivalent plus special training in one or more of the building trades (general carpentry, painting, masonry, locksmith, or roofing). Requires a minimum of 2 years experience at the journey level in at least one area of specialization.

- **Licenses and Certificates**

Requires a valid Driver's License.