

CYPRESS SCHOOL DISTRICT
Cypress, California 90630

CLASS SPECIFICATION

MAINTENANCE SPECIALIST/GENERAL

DEFINITION

Under direction of the Director, Maintenance/Operations, Transportation, and Technology, performs a variety of semi-skilled and skilled maintenance work, including heavy manual labor, repairs, construction, and alterations of district equipment, buildings, and facilities. Works independently or with a small crew and does other related work as assigned.

REPRESENTATIVE DUTIES

- Follow Board Policies, Administrative Regulations, and Standard Operating Procedures and explain to stakeholders as needed
- Maintain a high degree of confidentiality regarding all aspects of the Cypress School District
- Exercise appropriate judgment and discretion, requesting assistance when needed
- Act as district liaison with all stakeholders, communicating pertinent information using a variety of communication modes
- Perform maintenance and repair of district buildings, facilities, and equipment in a wide variety of the building trades such as carpentry, electrical, heating, ventilation, and air conditioning (HVAC), plumbing, doors and hardware, glazing, painting, roof repair, plastering, cement, and asphalt repair
- Perform cleaning of roof gutters and ground drains
- Perform emergency clean-up resulting from breakage, vandalism, spills, or illness; remove gum and graffiti; follow district procedures for safely cleaning up pest infestations and bodily fluids
- Operate a variety of maintenance equipment and machines including, but not limited to, power and hand tools/machines, high-pressure water jetter, sewer snake, power meter boxes, welding equipment, and forklift
- Rig or erect, move, and work from ladders, scaffolding, and platforms as needed or required
- Evaluate building and equipment maintenance needs; read and interpret trade manuals, blueprints, specifications, shop drawings, instructions, and guides
- Research and evaluate products for best sources; obtain approval for purchase orders and purchase selected parts, materials, and equipment; assist in labor and material estimation for projects; prepare and maintain work orders, records, and reports related to work performed
- Assure compliance with building, health, and safety codes and standards, including cleaning work area after assignments
- Communicate with district staff regarding upcoming and ongoing projects
- Establish and maintain good working relations with others
- Plan and lay out assigned work; establish priorities for projects and repairs
- Assist in furniture construction, relocation, and related activities
- Use a variety of technology for communication and daily tasks
- Drive a district vehicle and operate a variety of equipment including forklifts, pallet jacks, and dollies
- Fuel and wash assigned district vehicle; report vehicle maintenance problems

- Assist other district personnel as assigned
- Perform related duties as assigned

QUALIFICATIONS

To perform this job successfully, an individual must possess:

Knowledge of:

- Methods, equipment, and materials used in the general maintenance field
- Proper operation, use, and storage of trade tools, equipment, and materials
- Proper methods and techniques used in skilled general maintenance and repairs
- Safety practices and Cal/OSHA regulations
- Federal, state, and local building codes
- Mathematics applicable to the building trades
- Requirements for maintaining buildings, equipment, and facilities in good repair

Ability to:

- Perform a wide variety of maintenance/repair tasks
- Interpret, explain, and apply codes, rules, and regulations involved in assigned maintenance activities
- Effectively and safely operate a variety of tools, equipment, and vehicles used in skilled general maintenance
- Meet schedules and timelines
- Interpret blueprints, shop drawings, sketches, and work orders
- Add, subtract, multiply, and divide quickly and accurately
- Prioritize and schedule work
- Observe legal and defensive driving practices
- Communicate effectively in English, both orally and in writing
- Work independently with minimal direction
- Maintain high standards of safety and an orderly working environment
- Establish and maintain effective and collaborative relationships
- Be available in emergency situations outside of the regular work schedule

Education and Experience:

- High school graduation or equivalent
- Three years of experience in general construction and maintenance work
- Trade school certification desirable

License and Certificate Requirements:

- Must possess a California Driver's License and must submit to a Motor Vehicle License Check as requested
- Must hold or qualify for a valid Level I Forklift Certificate prior to the conclusion of probationary period

PHYSICAL DEMANDS AND WORKING CONDITIONS

While performing duties of this position, employees may be subject to interruption and are in direct contact with the public, students, and employees. Negative interactions resulting from these contacts can result in stressful situations.

The employee is regularly required to stand, sit, kneel, squat, stoop, walk; use hands and fingers to handle, feel objects, tools, or controls; reach with hands and arms overhead, above the shoulders, and horizontally bend or twist at the neck and waist; and be on his/her feet for extended periods of time. The employee must have manual dexterity sufficient to climb ladders and work from heights; handle tools and operate equipment; lift, carry, push, and pull items; and be able to lift and/or move up to 100 pounds. Vision abilities required for the job include close vision, color vision, peripheral vision, depth perception, and the ability to focus. While performing the duties of the job, the employee will work in both indoor and outdoor environments in seasonal heat and cold or adverse weather conditions and sometimes in a noisy atmosphere. Caution must be taken in the usage of electrical power supply with moderate voltage and in pushing, pulling, and/or lifting objects and equipment. The employees may be required to work with harsh and/or toxic substances.

Approved: December 12, 2019

Revised – December 14, 2023