

## **SUNNYVALE SCHOOL DISTRICT**

April 2020

### **CLASS TITLE: SKILLED MAINTENANCE WORKER II**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform journey-level work in the repair, alteration, construction and maintenance of District buildings, facilities and equipment involving one or more specialized skills in the building trades; assure a safe environment for students and staff.

#### **ESSENTIAL DUTIES:**

Perform journey-level work in the repair, alteration, construction and maintenance of District buildings, facilities and equipment involving one or more specialized skills in the building trades including electrical, plumbing, carpentry, locksmithing, or HVAC; assure a safe environment for students and staff.

Evaluate building and equipment maintenance needs; read and interpret trade manuals, blueprints, specifications, shop drawings, instructions and guides; prepare work orders; estimate, cost and order needed materials and supplies; maintain a variety of records related to work performed.

Perform skilled carpentry work in the repair, alteration and construction of wooden articles and structures including tables, exterior surfaces, partition walls, desks, bleachers, fences, benches, steps and wheelchair ramps; perform mill and cabinet work; patch and maintain roofs as necessary.

Repair and replacement of, sashes and screens.

Install and perform troubleshooting and repair on a variety of systems including, electrical, safety and security, energy, telephone, cable TV, radio and data networks.

Perform welding and brazing as needed on District equipment such as trailers, trucks, stairs, ramps, fences, gates, doors and playground equipment; fabricate tools as necessary for various jobs.

Operate a variety of maintenance tools and equipment including power saws, jointers, drills, nail guns, sanders, sprayer, welder, torches, metal cutters, jack hammers, compressors and trenchers; maintain tools and equipment in safe working condition; operate a variety of District vehicles to conduct work.

Communicate with other departments, administrators and staff to exchange information and coordinate maintenance projects; communicate with vendors regarding parts and equipment.

Perform a variety of painting duties; prepare and finish various surfaces; sand and blast surfaces to remove paint, rust and dirt to prepare surfaces for painting; operate various spray equipment to paint walls, doors, rooms, buildings and other surfaces as required.

Operate various software programs to aid in the management of facilities including, but not limited to: fire, security and intrusion, irrigation, EMS.

Perform no less than one of the following at a Journeyman level:

- Install and maintain general plumbing systems and fixtures and repair existing systems; unclog sewer lines, water heaters, faucets, toilets, drains and other fixtures.
- Perform locksmith work; repair, adjust and change keyed and combination locks, repair lockers, door closures and panic devices. Hang doors.
- Perform skilled mechanical maintenance work in the repair, installation and alteration of heating, ventilating and refrigeration systems and related equipment.
- Perform electrical panel makeup, branch circuit wiring, trouble shoot and repair systems with a variety of voltages including 110v, 208v, 220v, 240v, and 480v. Install both high and low voltage fixtures

Provide technical assistance to and oversee the work of outside contractors; provide contractors with specifications, plans and site locations related to special projects.

Perform safety inspections as assigned.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Methods, materials, tools, terminology and equipment used in the building maintenance trades.

Proper methods of storing equipment, materials and supplies.

Requirements of maintaining buildings, equipment and facilities in good repair.

Operation of a wide variety of hand and power tools and equipment.

Shop math applicable to the building trades.

Applicable building codes, ordinances, fire regulations and safety precautions.

Technical aspects of the building maintenance trades.

Health and safety regulations.

Methods of preparing different surfaces for painting and finish work.

Record-keeping and report preparation techniques.

Oral and written communication skills.

**ABILITY TO:**

Perform journey-level work in the repair, alteration, construction and maintenance of District buildings, facilities and equipment involving one or more specialized skills in the area(s) of electrical, HVAC, plumbing or carpentry.

Operate a wide variety of hand and power tools and equipment related to the building trades.

Work from blueprints, shop drawings and sketches.

Interpret, apply and explain applicable building codes, ordinances, fire regulations and safety precautions.

Work independently with little direction.

Estimate materials and supply needs.

Observe health and safety regulations.

Maintain routine records and prepare reports related to work performed.

Erect and work from platforms, scaffolding and ladders.

Understand and follow written and verbal instructions.

Observe legal and defensive driving practices.

Communicate effectively both verbally and in writing.  
Work cooperatively with others.  
Order parts and supplies according to established guidelines.  
Prioritize and schedule work.  
Meet schedules and time lines.

**EDUCATION AND EXPERIENCE:**

Graduation from high school  
Possess no less than two (2) of the following: three years of journey-level experience in the area(s) of electrical, HVAC, plumbing or carpentry, minimum of 20 units from a vocational college in a building trade, completion of a 5-year apprentice program. Or, possess a C5, C6, C10, C20, C34, C36 or C43 contractor's license (does not need to be currently active).

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.  
Maintain forklift certificate.  
Satisfactorily pass District administered skills test in one or more of the assigned areas: electrical, HVAC, plumbing, carpentry or finish carpentry.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor work environment.  
Regular exposure to fumes, dust, dirt, oil/grease.  
Driving a vehicle to conduct work.  
Seasonal heat and cold or adverse weather conditions.  
Subject to noise from equipment operation.

**PHYSICAL DEMANDS:**

Climbing ladders and working from heights.  
Standing for extended periods of time.  
Dexterity of hands and fingers to operate a variety of tools and equipment.  
Hearing and speaking to exchange information.  
Seeing to perform maintenance duties.  
Lifting, carrying, pushing or pulling heavy objects.  
Walking over rough or uneven surfaces.  
Reaching overhead, above the shoulders and horizontally.  
Bending at the waist, stooping, kneeling or crouching.  
Heavy physical labor.  
Ability to lift up to 50 pounds.

**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.  
Exposure to fumes and heat from brazing and soldering.  
Exposure to high voltage electrical circuits.  
Exposure to natural gas and sewer odors associated with plumbing work

TERMS OF EMPLOYMENT: Salary and terms of employment are described in the Agreement between Sunnyvale School District and California School Employees Association.

EVALUATION: Performance of this job will be evaluated in accordance to Agreement between Sunnyvale School District and California School Employees Association.