

MAINTENANCE WORKER II

JOB SUMMARY

Under general supervision, using moderate level maintenance skills performs a variety of semi-skilled and skilled maintenance, construction and repair work. The Maintenance Worker II classification has responsibility for unskilled work, but also performs more semi-skilled and skilled work in support of the trade's workers. May work independently in one or more craft area or work with other maintenance employees in a specific trade.

DISTINGUISHING CHARACTERISTICS

The classification of Skilled Maintenance Worker differs from the classification of the entry level Maintenance Worker in that the duties and responsibilities of the Skilled Maintenance Worker are more varied, complex in nature and involve a higher degree of independence and technical skills. The Maintenance Worker has duties assigned involving both skilled and semi-skilled work, but generally performs more of the unskilled, lower-level maintenance duties such as job clean up and often includes more heavy work

Incumbents are selected based upon expertise within specific craft areas and the ability to perform skilled maintenance work in a variety of areas.

EXAMPLES OF DUTIES

Performs a variety of semiskilled and skilled tasks in the maintenance, installation and repair of facilities and equipment in connection with construction and mechanical trades; applies finishes to various surfaces such as wood, metal, glass, plaster, stucco, wallboard, brick, cement, etc.; repairs locks, lockers, doors, closers and panic hardware; makes emergency repairs and adjustments to plumbing equipment and apparatus such as replacing broken pipe, cleaning plugged drains, flushing sewer lines and replacing facets; makes minor electrical repairs such as replacing fuses, fixtures, sockets, drop cords and switches; inspects ventilating systems to insure proper heat and airflow and check room temperatures; maintains and makes minor repairs to furniture, cabinets and other equipment; paints walls, ceilings and outdoor surfaces; makes minor repairs to windows, sliding glass doors and latches; boards exposed areas up to secure buildings; uses hand and power tools necessary to perform the duties; orders necessary equipment and materials, keeps records of time and materials; assists journey level employees in various skilled trades.

EMPLOYMENT STANDARDS

Experience: Any combination equivalent to four year's experience in performing general building maintenance work supplemented by training or experience to demonstrate the ability to perform skilled-level work in two or more of the building maintenance trades. Job specific skills are typically acquired by completion of apprenticeship or training/coursework in one or more trade areas.

Knowledge of: Tools, materials and terminology used in several building trades such as painting, carpentry, plumbing, heating, electrical, locksmith, etc. Basic methods, materials, tools, equipment, and techniques used in general maintenance and repair. Applicable building codes, ordinances, fire regulations and safety precautions, health and safety regulations and procedures. Shop math applicable to the building trades. Basic record-keeping techniques. Oral and written communication skills. Interpersonal skills using tact, patience and courtesy.

Ability to: Safely and proficiently use a wide variety of common hand and power tools and shop equipment. Inspect facilities for maintenance and repair needs and fire, safety and health hazards. Perform general maintenance and repair of District buildings and facilities. Interpret, apply and explain applicable building codes, ordinances, fire regulations and safety precautions. Organize work and maintain routine records related to work performed. Estimate materials and supply needs. Operate a vehicle and maintain insurability to drive a District vehicle. Communicate effectively both orally and in writing. Establish and maintain cooperative and effective working relationships with others. Work independently with little direction. Understand written and oral instructions. Comply with mandatory child abuse reporter training requirements as part of pre-employment and on an annual basis.

License: A valid Class C California Driver's License

PHYSICAL STANDARDS

The work environment and physical demands of the position as described below are representative of those that must be met by an employee to successfully perform the essential functions of a position in this maintenance worker/tradesperson category. Reasonable accommodations may be made to enable individuals to perform the essential functions of a specific position. These physical standards are generic in nature and tasks may vary dependent on specific trade and or specialized work assignment.

Work Environment: While performing the duties of this job, the employee regularly works outdoors with exposure to seasonal heat, cold and adverse weather conditions. The employee may be required to work at varying heights. The employee will work near or with moving mechanical equipment such as jackhammer, power saw, sander, cement resurfacer, etc. The employee will regularly work around flying debris, paint, gas, fumes, dust and odors. The employee must be able to meet deadlines with severe time constraints.

Employees are provided with individual work vehicles and must be able to drive a vehicle to conduct work. Noise level in the work environment is usually moderate and occasionally will be very loud area.

Physical Demands: The physical demands of this position include frequent standing for extended periods of time and the use of hands and fingers to handle and to feel objects, tools, and controls with which to operate specialized equipment and tools. The employee frequently is required to reach with hands and arms to operate vibrating machinery. The employee frequently must squat, stoop or kneel, bend at the waist and reach above the shoulders, head and horizontally. The employee continuously uses hand strength to grasp tools and climb on to ladders and scaffolding. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job. The employee must frequently engage in heavy labor including the ability to lift and/or move up to 50 pounds such as a toolbox. Occasionally the employee will lift and/or move up to 100 lbs such as motors, jackhammers, furniture, lumber, etc. The employee will sometimes push/pull items such as furniture, playground equipment, rolls of fencing, bags of cement, cabinets, etc. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus to complete assigned work orders, read a variety of materials and inspect District facilities. The employee must be able to hear and speak to receive and exchange information.

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals currently holding this position perform additional duties and additional duties may be assigned.

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Adopted by The Personnel Commission: 3/1/07