

MERCED CITY SCHOOL DISTRICT

CLASS TITLE: MAINTENANCE TECHNICIAN

BASIC FUNCTION:

Under the direction of the Supervisor of Maintenance/Operations, perform skilled installation, maintenance and repair to District buildings, facilities and equipment; perform duties in a wide variety of the building maintenance trades; prepare and maintain records related to work performed.

REPRESENTATIVE DUTIES:

Perform skilled construction, maintenance and repair of District buildings, facilities and equipment in a wide variety of trades including carpentry, electrical, plumbing, glazing, locksmithing, heating and air conditioning, and painting. *E*

Perform installation, troubleshooting and repair to electrical fixtures, equipment, systems and other installations; assure completed work is done according to established Uniform Building Codes. *E*

Install and repair water lines, natural gas lines and other plumbing fixtures according to established Uniform Plumbing codes; cut, bend, thread and install pipes for gas lines, plumbing fixtures; perform welding to fittings. *E*

Install, repair, troubleshoot, adjust and perform preventive maintenance on heating and air conditioning equipment; change air conditioning systems with refrigerant gas to assure proper operation; remove and replace air conditioning compressors, pumps, pump bearing assemblies, couplings, motor belts and other accessories. *E*

Change air filters and replace worn pulleys and belts as necessary; replace fan blades and lubricate motors and bearings. *E*

Repair and replace pipes, valves and fittings, and other plumbing fixtures; pack faucets and replace washers; clean and remove obstructions in water and sewer systems. *E*

Perform glazing work involved in installing and repairing glass in District buildings; determine appropriate grade, size and type of glass; cut glass for various forms and installations. *E*

Install, repair and maintain District locking systems; repair and replace panic hardware, door closures, cabinet and file locks, door stops and hinges and other related hardware as directed; re-key locks; cut new, replacement and duplicate keys; requisition inventory for lock shop according to established procedures; respond to emergency lock-out situations as required. *E*

Prepare and apply paint to various surfaces; scrape, sand and file surfaces and apply paint, varnish, shellac, enamel, and lacquer, and finish coating utilizing spray guns, rollers or brushes; mix, tint and match paint according to uniform colors. *E*

Perform carpentry and mill work; construct, alter and repair wood structures such as room additions, partitions, counters, doors and window frames; make repairs on wooden fixtures; perform mill and cabinet work as necessary. *E*

Operate a variety of specialized equipment, and hand and power tools related to work performed or assigned; repair, maintain and assure equipment is in safe and proper working condition; drive a District vehicle to various work sites. *E*

Prepare and maintain a variety of records related to work performed, supplies and materials and others. *E*

Assist other maintenance personnel with daily work assignments as directed.

Perform related duties as assigned.

The employee is to adhere to federal and state regulations, Board policies, and related administrative regulations which pertain to the particular assignment.

The Maintenance Technician works under the direct supervision of the supervisor of Maintenance and Operations. May be required to exercise minimal supervision of other maintenance employees assigned to work with him/her at various times.

MINIMUM QUALIFICATIONS:

KNOWLEDGE OF:

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

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

Operation and use of hand and power tools and equipment.

Record-keeping techniques.

Shop math applicable to the building trades.

Health and safety regulations and procedures.

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

Proper methods of storing equipment, materials and supplies.

Technical aspects of the building maintenance trades.

ABILITY TO:

Perform skilled work in the construction, renovation, maintenance and repair of building and facilities.

Estimate materials and supply needs.

Operate, adjust and service specialized equipment used in the basic trade.
Operate a vehicle and a wide variety of power equipment and hand tools related to the building trades.
Maintain routine records related to work performed.
Work from blueprints, shop drawings and sketches.
Order parts and supplies according to established guidelines.
Prioritize and schedule work.
Inspect facilities for maintenance and repair needs and fire, safety and health hazards.
Work independently with little direction.
Read, interpret, apply and explain rules, regulations, policies and procedures.
Maintain current knowledge of technological advances in the field.
Observe legal and defensive driving practices.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years experience in one or more of the building or maintenance trades including one year skilled-level experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:**ENVIRONMENT:**

Indoor and outdoor work environment; subject to noise from equipment operation; regular exposure to fumes, dust, dirt, oil/grease; subject to driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a variety of specialized equipment and tools; seeing to observe needed and completed repairs; climbing ladders and working from heights; reaching overhead and horizontally; standing for extended periods of time; walking over rough or uneven surfaces; lifting heavy objects; bending at the waist; kneeling or crouching.

HAZARDS:

Vapors from paints and solvents; working in a cramped or restrictive work chamber; working with power saws and flying debris; working at heights on ladders or scaffolding; working with electrical power supply.

Legal Reference: California Education Code, Sections 45103, 45109

Policy Adopted: October 11, 1976

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