

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Maintenance Mechanic

DEPARTMENT/DIVISION: Maintenance and Operations

POSITION SUMMARY:

Under general supervision of the Maintenance Leadman/Supervisor and/or Director of Maintenance or his/her designee to perform maintenance work in the alteration or repair, construction and maintenance of school buildings, equipment and facilities.

ESSENTIAL FUNCTIONS:

1. Repairs furniture, cabinets and other equipment.
2. Prepares and paints various surfaces such as wood, metal, glass, plaster, stucco, wallboard, brick, asphalt, and cement.
3. Repairs carpet, linoleum, tile and other floor surfaces.
4. Perform concrete work, including patchwork and concrete pours up to 10 yards.
5. Cleans and maintains all tools and equipment.
6. Makes keys, installs and maintains a variety of locks, dead bolts, door hardware and locks, rekey, rebuild locks.
7. Makes emergency repairs to plumbing such as broken pipes, plugged drains, flushing sewer lines, replacing faucets, washer gaskets and radiator valves.
8. Makes electrical repairs such as replacing fuses, fixtures, socket drop cords and switches, taping exposed wiring, including emergency repairs.
9. Inspects ventilating system for proper air flow
10. Oils, greases, packs and cleans service fans, compressors, pumps and other equipment.
11. Makes general repairs of plumbing system, water supply, sprinkler supply lines and electrical systems, including hydrojetting sewer lines to determine/prevent problems.
12. Installs and maintains plumbing fixtures, including installation of drinking fountains and adding new waterlines and/or drains.
13. Fabricates, assembles and repairs District equipment and furnishings.
14. Repairs structures, including walls, windows, doors, and roof structures, including emergency repairs.
15. May perform minor construction builds, such as interior walls (non-load bearing).
16. Performs lay out and design work, sheet metal and other metals, welds and fabricates.
17. Accompanies fire department personnel during annual fire inspections, refers questions or concerns to management, and makes noted repairs.
18. Completes work order paperwork on a daily basis.
19. Keeps daily attendance records.
20. Performs other related duties as required.

EDUCATION AND EXPERIENCE:

The ability to carry out oral and written directions, read write at a level sufficient to fulfill the duties to be performed for the position described; two years of maintenance experience in one or more of the building crafts; possess a valid California drivers license and meet District vehicle insurance requirements. This position is subject to DMV pull notice. Must have a High School Diploma or equivalent.

SKILLS AND QUALIFICATIONS:

1. Knowledge of operation, maintenance and repair of tools; methods, materials, and general metal working equipment used in metal work and electronic and acetylene welding work; various metals, their characteristics and methods of cutting and shaping them.
2. Knowledge of plumbing and hardware techniques.
3. Knowledge of local and state construction codes.
4. Knowledge of tools, materials, methods and terminology used in painting, glazing, heating, electrical and locksmithing.
5. Knowledge of methods and practices followed in the maintenance of tools, machinery and equipment.
6. Knowledge of safe work practices.
7. Ability to estimate the scope of each work assignment and secure necessary tools and materials to complete assignments.
8. Ability to work from plans and specifications.
9. Ability to diagnose equipment-operating problems and execute required repairs.
10. Ability to use precision measuring equipment.
11. Ability to keep records of work performed.
12. Ability to develop and maintain cooperative working relationships with those contacted in the course of work.
13. Must pass required physical examination.

PHYSICAL REQUIREMENTS:

Employees in this position must be able/have the ability to:

1. Sit for up to one hour.
2. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
3. Speak so that others may understand at normal levels and on the telephone with or without hearing aids.
4. Hear and understand at normal levels and on the telephone with or without hearing aids
5. Bend, squat, stoop and/or climb for extended periods of time.
6. Reach above shoulder level for extended periods of time.
7. Push/Pull up to 50 lbs. for extended periods of time.
8. Lift and carry up to 100 lbs. above shoulder level for short periods of time.
9. Perform repetitive hand/arm movements (grasp/pinch, etc) for extended periods of time.
10. Perform repetitive foot movements for extended periods of time.

WORK ENVIRONMENT:

Employees in this position will be required to work outside in all types of weather and inside doing repairs, construction and paperwork. Exposure to noise, dust, and fume levels will vary according to equipment and projects. As required, must wear protective devices such as earplugs, dust mask, coveralls, gloves, safety boots and safety glasses.

SALARY: Classified Range 52

Adopted:	HS Board 3/19/86	Elem Board 4/8/86
Revised:	TUSD 12/14/99	
	TUSD 4/14/26	