



Classification Specification

SKILLED MAINTENANCE WORKER II

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| Department: | Maintenance & Operations |
| Reports To: | Director of Maintenance and Operations |
| Supervises: | N/A |
| Approval Date: | June 24, 2020 |
| Revised Date: | 2013, 2020 |

General Description:

Lead and participate in the skilled maintenance of district buildings and equipment to ensure a safe environment for students and staff; perform a variety of skilled tasks in plumbing, carpentry, electrical, heating and air conditioning work, telecommunications, or other facility maintenance functions as assigned; train and provide work direction and guidance to assigned personnel.

Distinguishing Characteristics:

Incumbents in the Skilled Maintenance Worker II classification perform the skilled duties of the Skilled Maintenance Worker I level, and also serve as a lead to other assigned maintenance personnel. Incumbents in the class possess extensive knowledge of at least two trades used by the district, including plumbing, carpentry, heating and air conditioning work, locksmith, telecommunications, or other facility maintenance functions. Incumbents at the II level possess formal training and additional certification in one of the trades or skills utilized by the district. Incumbents in the Skilled Maintenance Worker I classification possess extensive knowledge of at least one trade used by the district, including plumbing, carpentry, electrical, heating and air conditioning work, telecommunications, or other facility maintenance functions. Incumbents may provide training to assigned personnel and may substitute for less-skilled classifications.

Essential Duties and Responsibilities:

- Lead and participate in a variety of skilled general maintenance tasks at district sites; repair and maintain buildings and equipment in connection with construction and mechanical trades including carpentry, plumbing, heating, air conditioning, electrical, masonry, metal work, glazing, painting, plastering, locksmith, ventilating systems, welding, and mechanics.
- Train and provide work direction and guidance to assigned personnel; assign employee duties and review work for accuracy, completeness, and compliance with established standards and procedures.

- Repair and maintain plumbing fixtures and systems including faucets, drinking fountains, toilets, urinals, sinks, pipes, valves, pumps, and other fittings and fixtures; inspect and repair leaks, obstructions, and general system failures.
- Maintain and repair kitchen equipment.
- Perform troubleshooting and repair to electrical fixtures, equipment, systems, and other installations; replace light fixtures, ballasts, switches, fuses, plugs, cabling, and other electrical accessories; trace out wiring, perform diagnostic tests on system components and replace defective wires and parts.
- Repair various types of heating, air conditioning, and refrigeration systems; make routine adjustments and perform preventive maintenance; diagnose malfunctions and determine repair needs; maintain and replace filters as necessary.
- Perform regular safety checks of facilities to ensure compliance with established laws, codes, and regulations; identify and resolve safety hazards; respond to and resolve emergency situations as required.
- Operate various hand tools and power equipment, including power saws, machine lathe, sander, buffer, and grinders; drive a vehicle to conduct work.
- Operate a computer and assigned software.
- Receive work orders and maintain records on completed work.
- Assist with the overall supervision and operations of the maintenance and operations program district-wide.
- Recommend intervention or corrections of safety issues when necessary; make recommendations for failing equipment.
- Communicate with personnel and various outside agencies to exchange information, coordinate activities, and resolve issues or concerns.
- Perform other duties as required, related to the primary job duties of the assigned position.

Required Qualifications:

Knowledge of:

- Methods, materials, tools, equipment, and techniques used in skilled maintenance and repair work.
- Health and safety guidelines and regulations related to the various trades.
- Principles of training and providing work direction.
- Preventive maintenance guidelines for equipment.
- Safety requirements for maintaining school buildings and grounds.
- Operation of a wide variety of hand and power tools and equipment.
- Math applicable to the building trades.
- Applicable building codes, ordinances, fire regulations, and safety precautions.
- Preventive maintenance principles and practices.
- Record-keeping techniques.
- Oral and written communication skills.
- Proper lifting techniques.
- Interpersonal skills using tact, patience, and courtesy.

Ability to:

- Lead and participate in a variety of skilled activities in the maintenance and repair of district facilities and utilities.

- Train and provide work direction and guidance to assigned personnel.
- Estimate time and materials costs for a specified job.
- Learn procedures and location of equipment used in emergency situations.
- Use and care for mechanical tools and equipment.
- Prepare and maintain accurate records and reports.
- Plan, prioritize, lay out and organize work.
- Work from sketches, diagrams, blueprints, plans, and specifications.
- Work independently with little direction.
- Observe health and safety regulations.
- Interpret, apply, and explain applicable building codes, ordinances, fire regulations, and safety precautions.
- Understand and follow written and oral instructions.
- Communicate effectively both orally and in writing.
- Operate a computer and assigned software.
- Establish and maintain cooperative and effective working relationships with others.
- Perform heavy physical labor.

Education: High school graduation or the equivalent GED, supplemented by appropriate vocational course work and training in a one or more trade area.

Experience: Four (4) years of experience in general construction and maintenance work, including extensive knowledge of two (2) skilled maintenance trades utilized by the district; additional qualifying education may be substituted for experience on a year-for-year basis.

Licenses, Certifications, and other requirements:

- Valid California Class C driver's license.
- Valid certification in one of the trades or skills utilized by the district.
- Incumbents may be required to possess valid forklift certification.
- Proof of current and valid Tuberculosis screening.

Desirable Qualifications:

- N/A

Working Conditions:

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Indoor/outdoor work environment.
- Exposure to fumes from solvents and chemical products.
- Seasonal heat and cold or adverse weather conditions.
- Work with and around machinery and moving parts.
- Driving a vehicle to conduct work.
- Fast-paced environment with changing priorities.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to:

- While performing the duties of this job, the employee is regularly required to: hear and understand speech at normal levels; communicate so that others can clearly understand normal conversation.
- Bend, twist, stoop, or kneel, reach in all directions.
- Operate office equipment and display dexterity of hands and fingers to operate hand and power-driven tools and equipment.
- The employee is often frequently required to: stand and/or walk around for extended periods of time, lift objects up to 100 lbs., and carry objects up to 80 lbs.

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.
- Working with electrical power supply and high voltage.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.