

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: MAINTENANCE SPECIALIST

BASIC FUNCTION:

Under the direction of the Area Supervisor-Maintenance, perform a variety of skilled work in the maintenance and repair of assigned District facilities and equipment; assist other maintenance personnel in the performance of a variety of duties related to the building trades.

ESSENTIAL FUNCTIONS:

Perform routine and emergency repairs and adjustment to assigned school buildings and facilities.

Perform a variety of skilled work in the maintenance and repair of District facilities, systems and equipment; assist skilled trades personnel in the performance of a variety of more technical jobs.

Operate a motor vehicle to haul and transport equipment, supplies and materials to and from District and vendor sites; operate a variety of machinery, including bobcat, concrete grinder, jackhammer, tools and other equipment. May be required to weld.

Assist other skilled personnel with installing, repairing and maintaining various plumbing fixtures; removal and replacement of toilets, urinals, sinks, water heaters, drinking fountains, faucets and fixtures and replacement of washers and gaskets; responding to emergency situations as assigned.

Perform preventive maintenance on locks and hardware including cleaning, lubricating and tightening parts; repair/replace doors and windows and perform routine installation of hardware; repair and replace locker and locker parts.

Assist other skilled personnel with troubleshooting, repairing or replacing switches, receptacles, fans and motors; assisting with repairs to motors, bells, lighting circuits, communication and other equipment.

Rebuild and repair various wood and metal structures, equipment and furniture; identify health and safety related issues; remove, prepare and install wall paneling, baseboards, and ceiling and floor tiles; repair/replace siding stucco and thin brick wall finishes.

Hang and tape sheet rock; prepare surfaces for painting and varnishing; remove or paint over graffiti; erect, rig and move scaffolding; and operate electric lifts.

Repair and maintain playground equipment; build forms, mix and pour and finish concrete and asphalt as assigned.

Build and repair fences and gates; weld and repair metal furniture and fences; maintain and repair roll-up and panel doors.

Perform building assessments to determine causes of dry rot, moisture and other deteriorating conditions.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Standard tools, equipment, materials, methods and techniques used in general construction, maintenance and repair.

Operation and proper maintenance of tools, equipment and machinery used in the building trades.

Requirements of maintaining buildings and equipment in a safe, clean and orderly condition.

Preventive maintenance principles and practices.

Basic knowledge of welding equipment and techniques.

Use of hand and power tools used in maintenance and repair.

Appropriate health and safety precautions and procedures.

Proper methods of storing equipment, materials and supplies.

Basic record-keeping techniques.

Hazmat, MSDS, and safety regulations and practices.

ABILITY TO:

Perform a variety of skilled work in the maintenance and repair of assigned District facilities and equipment.

Assist other skilled personnel in the performance of assigned duties.

Learn and apply laws, rules, regulations involved in assigned maintenance activities.

Effectively and safely operate a variety of assigned tools and equipment.

Communicate effectively both orally and in writing.

Maintain routine records related to work performed.

Establish and maintain cooperative and effective working relationships with others.

Operate District vehicles and equipment observing legal and defensive driving practices.

Use a breathing respirator as needed.

Speak, read and write English at a level required for satisfactory job performance.

Maintain consistent, punctual and regular attendance.

Move hands and fingers to operate specialized equipment and tools.

Hear and speak to exchange information.

See to identify a variety of materials and to inspect structural integrity of District facilities.

Stand for extended periods of time.

Reach overhead, above the shoulders and horizontally.

Bend at the waist, kneel or crouch.

Perform heavy physical labor.

Climb ladders.

Floor-lift 90 pounds and arm-lift 90 pounds.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: graduation from high school supplemented by experience in one or more of the maintenance trades and three years performing a variety of maintenance work in the building maintenance trade.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

Incumbents must obtain certification to wear a respirator within probationary period.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.

Driving a vehicle to conduct work.

Regular exposure to fumes, dust and odors.

Seasonal heat and cold or adverse weather conditions.

HAZARDS:

Working with power saws and flying debris.

Working at heights to perform work from roofs, scaffolding, platforms and lifts.

May be exposed to paint fumes.