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.
- Effectively read and analyze a variety of materials.
- 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.
- Effectively communicate in order to exchange and understand information.
- Maintain consistent, punctual and regular attendance.
- Effectively operate specialized equipment and tools.
- 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.

**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.
Employee Entrance Evaluation (strength test).

**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.

**BOARD APPROVED:** January 10, 2023