

SKILLED MAINTENANCE WORKER

DEFINITION

Under general supervision, the Skilled Maintenance Worker performs skilled work in one or more of the listed maintenance trades in the alteration, repair, overhaul and occasional new construction of equipment and structures. The duties listed below are typical of the positions in this class collectively, but no one position would normally include all of these duties. Incumbents must be thoroughly skilled, journeyman level experience, in one or more trades and are expected to perform duties of a semi-skilled or unskilled nature in other trades.

ESSENTIAL FUNCTIONS

All trades:

- Possess thorough knowledge of theory, practices and principles associated with assigned trade and a cursory knowledge or better of other trades
- Perform general preventative maintenance tasks within specified assigned area
- Assure compliance with building, health and safety codes and standards
- Receive work orders and determine equipment, supplies and materials needed to complete task
- Assist Skilled Maintenance Workers in other trade areas as needed
- Maintain tools and equipment to ensure they are in safe operating condition
- Understand and follow written and oral direction
- Establish and maintain cooperative relationships with management, other employees and persons contacted through the course of work
- Maintain a high level of ethical behavior and confidentiality of information about students and staff
- Participate in District in-service training as required
- Utilize and promote the 40 Developmental Assets
- Perform other duties as required

Aquatic:

- Perform a variety of pool maintenance cleaning, maintenance and repair tasks
- Implement comprehensive schedule of cleaning, servicing and maintaining a swimming pool and related equipment and machinery
- Possess working knowledge of federal, state and local laws, codes and regulations regarding pool maintenance, operation and safety
- Possess pool operator certification (desirable)
- Test swimming pool water on a regular schedule for chlorine and pH count
- Add chemicals or adjust chlorine supply to bring water to predetermined standards of purity and alkalinity
- Ensure that pool is brushed, scrubbed and vacuumed keeping debris, bacterial growth and marks of floor and walls
- Ensure cleanliness of pool areas including pool decks, diving tower, chlorine and mechanical room, storage room and surrounding areas
- Remove paper and other refuse on grounds and ensure that walks, entrances and pool area are swept and trash containers are emptied and cleaned
- Maintain daily pool records as required for the Health Department
- Assure security of the pool facility by checking and locking doors, window and gates and inspecting for proper condition and operation
- Operate heaters, circulating pumps and related equipment
- Maintain and clean filters, backwash and pump hose
- Clean dressing rooms and bathrooms
- Store, maintain and set-up as necessary aquatic athletic equipment
- Requisition, receive, store and maintain an adequate inventory of swimming pool supplies and

materials

- Handle, store and dispense chemicals in safe manner
- Assist with site aquatic and athletic events
- Perform custodial and maintenance duties in other areas of the school/District
- Possess general working knowledge of grounds keeping duties and related tools/equipment

Carpentry:

- Perform a variety of mill and carpentry work
- Alter, repair and/or construct articles and structures of wood, such as room additions, partitions, counters, doors, window frames, sheds and forms
- Assemble and repair school and office furniture and wooden fixtures
- Maintain and repair woodwork of buildings
- Repair floors and roofs, including work with hardwood, asphalt tile and other composition materials
- Fit doors, windows, sashes and screens
- Operate sanders, planers, jointers, band saws, skill saws, table saws, routers and other woodworking machinery

Electrical:

- Perform a variety of electrical installations, maintenance and repairs
- Install, maintain, inspect, troubleshoot and repair electrical systems including conduit and new wiring, light and power circuits, motor appliances, generators and switches
- Assemble and bend and properly place conduit and pull wire
- Install new and/or replace existing circuits as needed
- Troubleshoot electrical malfunctions
- Trace out wiring, perform diagnostic tests on system components and replace defective wires and parts
- Replace light fixtures, ballasts, switches, fuses, circuit breakers, conduits and other electrical accessories
- Check circuits and perform electrical repair of refrigerating, heating and ventilating equipment
- Troubleshoot and repair low voltage

General:

- Perform a variety general maintenance to resolve immediate operation and/or safety concerns
- Form, mix, pour and finish concrete and mortar in the construction, alteration and repair of sidewalks, catch basins, drains and retaining walls
- Perform gas and electric welding
- Install glass, plexiglass and similar materials in windows, doors and interior surfaces
- Mark outline on pattern and cut material, breaking off excess
- Install metal frames into which glass or plastic materials are to be fitted
- Hang bulletin boards, pictures, screens and other items
- Repair and replace drywall
- Use brushes, rollers and conventional and airless spray equipment in applying paint, varnish and other protective or decorative finishes to various surfaces, such as wood, metal, glass, plaster, stucco, wallboard, brick and cement
- Prepare surfaces for painting or repainting
- Apply under and finish coats
- Size and tint plaster walls and other surfaces

Heating, Ventilation & Air Conditioning:

- Perform a variety of heating, ventilation and air conditioning installations, maintenance and repairs
- Install, troubleshoot, repair, adjust and perform preventative maintenance on a variety of heating and air conditioning equipment to assure proper operation
- Program automated control systems
- Change air filters as appropriate

- Repair and replace defective parts such as controls, thermostats, automatic switches, damper motors, relay and safety valves
- Replace worn pulleys and belts as necessary
- Remove and replace water heaters and related equipment

Locksmithing:

- Perform a variety of locksmithing work
- Inspect, maintain and repair locks
- Dismantle and rebuild various types of locks and change lock combinations
- Install, repair, change locks, and change lock combinations
- Re-pin lock cylinders, replace work tumblers, springs and other parts
- Design and install master key systems, and maintain records and controls on keys
- Make duplicate copies of keys by key code and by hand
- Install, re-key and repair cabinets, lockers, padlocks and desk locks
- Order locks, key blanks, pins and related supplies

Plumbing:

- Perform a variety of plumbing installations, maintenance and repair
- Install, maintain and repair institutional grade faucets and drinking fountains
- Test and inspect fixtures for leaks
- Maintain, repair and replace waste water systems and fixtures such as toilets and urinals
- Rebuild flush valves, backflow assemblies and gate valves
- Remove obstructions from sewers, drains and laterals, utilizing power snakes and rooters
- Repair broken sewage pipes, valves, fittings, ball-cocks and other related systems and fixtures
- Cut and thread pipes and pack faucets
- Install water piping and tap water and sewer mains and laterals
- Wipe and flush joints and clean out drains
- Identify and exercise site shut-offs and backflows

QUALIFICATIONS

Knowledge of:

- Standard methods, materials, practices, tools and equipment used in one or more of the skilled maintenance trades
- Applicable building, health and safety codes
- Safe work practices
- Mathematical skills to compute volume, area, portions and weight
- Basic working knowledge of Microsoft Office programs and Google Drive
- Driving laws and safety practices
- The 40 Developmental Assets

Ability to:

- Demonstrate journeyman-level skill in one or more of the maintenance trades
- Learn to perform tasks in other trades areas
- Use required tools and equipment skillfully and safely
- Work from sketches and blueprints
- Efficiently perform duties with a focus on safety
- Maintain detailed work records
- Observe health and safety regulations
- Accurately calculate mathematical problems
- Operate standard office equipment, computer and electronic devices
- Obtain and provide the District with a complete Department of Motor Vehicles (DMV) Vehicle/Vessel Registration (VR) Information Record upon request
- Complete a DMV Employer Pull Program - Authorization for Release of Driver

- Operate an automobile or van, observing legal and defensive driving practices
- Maintain consistent, regular and punctual attendance
- Efficiently and effectively manage time and carry out orders
- Use good judgment in the application of District and school policies
- Demonstrate tact, diplomacy and good judgment
- Establish and maintain effective working relationships with those contacted in the course of work
- Understand and carry out handwritten/typed documents
- Accept change positively and support new ideas and methodologies
- Relate effectively with racially and ethnically diverse staff, students and community members
- Follow District, state and federal rules, policies, regulations and laws
- Meet demanding timelines and schedules
- Work effectively as a member of a team
- Speak Spanish (desirable)

EDUCATION (degrees, licenses, certificates)

- High School Diploma or General Education Diploma (GED)
- Possession of a valid and appropriate California driver's license; have minimum required insurance coverage as mandated by the State of California for operation of a vehicle

EXPERIENCE

- One year of journeyman-level experience in one or more of the maintenance trades (To be qualified as a journeyman, one must have completed four years of rounded training and experience in a trade usually acquired through a formal apprenticeship or equivalent training and experience)

WORKING CONDITIONS

Environment:

- Varies from a climate controlled office setting to working outdoors with temperatures ranging from mild/moderate to extreme cold/heat
- Office environment; constant interruptions
- Outdoor environment; drive a District or personal vehicle to conduct work, visit school sites, travel to other organizations and companies, meetings and workshops

Physical Abilities:

- Pre-employment physical
- Hearing and speaking to communicate within normal range (approximately 60 decibels), give directives to small or large groups of people and exchange information in person and on the telephone
- Read printed material and computer screens
- Dexterity of hands and fingers to operate a computer keyboard and other office equipment
- Ability to lift and carry 60 pounds
- Ability to exhibit a full range of motion for shoulder, elbow, back, hip and knee
- Ability to sit for extended periods of time, stand, stoop, bend, climb and walk
- Ability to climb a ladder for purposes of inspection when necessary
- Ability to work in a wide range of weather conditions
- Kneeling, bending at the waist and reaching overhead above the shoulders and horizontally to retrieve and store files and supplies

EQUAL OPPORTUNITY EMPLOYER