

LA MESA-SPRING VALLEY SCHOOLS

CLASS TITLE: SKILLED MAINTENANCE WORKER III

BASIC FUNCTION:

Under the direction of Director, Maintenance, Operations and Facilities, performs skilled journey-level maintenance work over a wide variety of trades; resolves operational and safety concerns; maintains facilities for students, staff and public in a safe, attractive and effective operating condition; provides guidance to department personnel as assigned and maintains an effective preventive maintenance program; provides technical input and review regarding facility planning ventures.

DISTINGUISHING CHARACTERISTICS:

The Skilled Maintenance Worker III classification is the advanced level in the series and performs highly skilled and specified duties at the journey level in the mechanical and electrical trades. Incumbents are involved closely with the facilities planning process working with management and outside contractors. The Skilled Maintenance Worker I classification is the entry level classification in the series. Incumbents work with other skilled trades personnel and performs semi-skilled work in the maintenance, construction and repair of buildings, utilities and equipment. The Skilled Maintenance Worker II classification performs a variety of skilled maintenance work requiring in-depth knowledge of one or more trades.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Collaborates with site personnel, other trades, subcontractors and outside agencies regarding scheduling work orders and work activities, identifying project specifications, estimating costs, establishing required delivery dates of equipment and supplies and verifying relevant codes; provides written support, conveys information and coordinates work assignment activities.

Communicates with personnel and external contacts to exchange information and resolve issues or concerns.

Coordinates with administration and multiple trades personnel to assure projects and work orders are completed according to established schedules and timelines and are completed efficiently.

Inspects facilities, systems and their components to assure safety and cleanliness and identify needed repairs; inspects contracted work as assigned to assure District standards and met.

Installs complex systems and component parts to assist with maintaining facilities in a safe, comfortable and operating condition.

Maintains inventory of assigned items; orders parts and supplies and assures availability of required items.

Operates and maintains a variety of maintenance equipment including a variety of hand and power tools; maintains repairs and modifies tools and equipment and assures equipment is maintained in safe and operating condition.

Performs skilled journey-level maintenance work over a wide variety of trades; performs various duties to maintain facilities for students, staff and public in a safe, attractive and effective operating condition; assists in the design and development of systems and projects; identifies required resources, timelines, cost estimates and applicable codes to address various maintenance and facilities needs.

Prepares and maintains records, reports and documentation related to assigned duties such as equipment specifications, drawings, blueprints, manuals, diagrams, parts lists, parts and equipment inventories.

Provides guidance to assigned maintenance workers in performing skilled crafts according to established procedures.

Repairs and calibrates computerized energy management control systems including installing necessary software updates, system scheduling and programming and hardware repairs; repairs various items, systems and components within area of trade expertise.

Responds to emergency situations for the purpose of resolving immediate safety concerns.

Transports various items including tools, equipment, supplies; drives a vehicle to conduct work.

Troubleshoots disassembles and services a variety of complex equipment and system components as assigned.

OTHER DUTIES:

Attends and participates in meetings, in-service trainings, workshops and conferences.

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

General tools, equipment, materials, methods and techniques used in the building maintenance trades including construction, maintenance and repair activities.

Extensive knowledge in a specific skilled craft.

Facilities planning methods and requirements.

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

Basic preventive maintenance principles and practices.
Applicable building codes, ordinances and fire regulations.
Requirements of maintaining facilities, utilities and equipment in good repair.
Appropriate safety precautions and procedures.
Oral and written communication skills.
Record-keeping techniques.
Proper lifting techniques.

ABILITY TO:

Perform a variety of semi-skilled duties in the maintenance and repair of designated facilities, utilities and equipment.
Assist other maintenance personnel in the performance of a variety of duties related to the building trades.
Maintain, repair or replace a variety of parts, components and equipment.
Operate a variety of assigned tools and equipment effectively and safely.
Understand and follow oral and written instructions.
Work independently with little direction.
Communicate effectively both orally and in writing.
Work cooperatively with others.
Observe health and safety regulations and procedures.
Understand and follow oral and written communications.
Maintain routine records of work performed.
Meet schedules and timelines.
Plan and manage projects.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or equivalent GED and five years of journey-level experience in the professional construction trades and/or professional construction maintenance with at least one of the years completed within the last five years.

LICENSES AND OTHER REQUIREMENTS:

Successful passage of the District's job-related proficiency test.
Valid California Class C Driver's License and evidence of insurability.
Valid required certifications in specific trades as required by applicable local, state and government agencies.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.
Regular exposure to fumes, dust and odors.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate specialized equipment and tools.
Standing for extended periods of time.
Seeing to perform repairs.
Hearing and speaking to exchange information.
Lifting, carrying, pushing or pulling heavy objects as assigned by position.
Bending at the waist, kneeling or crouching.
Reaching overhead, above the shoulders and horizontally.
Climbing ladders.
Heavy physical labor.

HAZARDS:

Chemical fumes.
Traffic hazards.
Working around and with machinery having moving parts.
Working at heights.

FLSA Status

Non Exempt

Approval Date

3/01/08, 3/23/15, 9/28/17, 2/18/20