

LA MESA-SPRING VALLEY SCHOOLS

CLASS TITLE: SKILLED MAINTENANCE WORKER II

BASIC FUNCTION:

Under the direction of the Director, Maintenance, Operations and Facilities, performs a variety of skilled maintenance work requiring the knowledge of one or more skilled trades including construction, painting, electrical, masonry, plumbing and carpentry; resolves facility operational and safety concerns according to established procedures; maintains facilities for students, staff and public in safe and operating condition; provides guidance to District construction workers and other Skilled Maintenance Workers as assigned; maintains preventive maintenance programs.

DISTINGUISHING CHARACTERISTICS:

The Skilled Maintenance Worker II classification performs a variety of skilled maintenance work requiring in-depth knowledge of one or more trades. 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.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Collaborates with site personnel, other trades and subcontractors regarding scheduling work orders and work activities, identifying project specifications, estimating costs and establishing required delivery dates of equipment and supplies in order to provide written support, conveying information, and coordinating work assignment activities; assists with inspecting contracted work to assure District standards are met.

Communicates with personnel and external contacts to exchange information and resolve issues or concerns; coordinates with administration and other trades in the completion of projects and work orders.

Inspects facilities, systems and their components to assure safety and cleanliness and identify necessary repairs; resolves facility operational and safety concerns according to established procedures.

Installs a variety of items and system components of a complex nature including cabinetry, doors and hardware, windows, playground equipment, classroom and office equipment and facility components, TV cables, audiovisual equipment and intercommunicating telephones.

Maintains assigned inventories 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; drives a vehicle to conduct work as assigned by the position.

Performs a variety of facility and equipment repair and maintenance activities at multiple sites within areas of trade expertise including electrical, heating/air conditioning, carpentry, plumbing, heating, locksmith, roof and rain gutters, concrete, drywall, stucco and painting and assures District facilities and equipment are maintained in a safe and effective working order.

Performs a variety of skilled maintenance work requiring the knowledge of one or more skilled trades including construction, painting, electrical, masonry, plumbing and carpentry.

Prepares and maintains routine records and reports related to assigned activities; works from oral and written instructions and work orders; prepares and maintains a variety of documentation including work orders, repair records, purchase orders and requisitions.

Provides guidance to other maintenance workers in performing skilled crafts as assigned by the position.

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

Tests and troubleshoots a variety of items related specific trade expertise; assesses item functioning and recommending repair or replacement.

OTHER DUTIES:

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

Performs related duties as assigned.

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.
Appropriate safety precautions and procedures.
Proper lifting techniques.
Basic record-keeping techniques.

ABILITY TO:

Perform a variety of skilled maintenance, construction and repair work on buildings, utilities and equipment.
Perform of a variety of duties related to the building trades.
Observe health and safety regulations and procedures.
Operate and maintain hand and power tools and equipment.
Communicate effectively both orally and in writing.
Work cooperatively with others.
Plan and lay out projects.
Meet schedules and timelines.
Understand and follow oral and written instructions.
Maintain routine records.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or equivalent GED and four years of 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.
Some incumbents may be required to possess a 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

Approval Date

Non Exempt

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