



Position: Maintenance Specialist	Position Number:
Department/Site: Maintenance	FLSA: Non-Exempt – (Classified L-39)
Reports to: Director of Maintenance and Operations	Salary Range: 32

BASIC FUNCTION:

Under the direction of the Director of Maintenance and Operations, perform a variety of journey-level duties related to new construction, remodeling and maintenance to District buildings, structures and other facilities; perform construction, maintenance and repair in one or more of the building or construction maintenance trades to maintain and repair District facilities, equipment and machinery; perform semi-skilled to skilled maintenance duties in trade areas outside of area of specialty; assist in the purchasing of supplies and equipment and maintain records related to work performed.

REPRESENTATIVE DUTIES:

Perform journey-level construction, maintenance and repair in one or more of the building or construction maintenance trades including plumbing, electrical, carpentry, locksmithing, painting, and concrete; perform semi-skilled to skilled maintenance duties in trade areas outside of area of specialty. *E*

Design, install, repair and maintain new and existing building structures and fixtures such as ceiling and floor tile, partitions, doors, handrails, roof and window treatments, moldings and equipment; perform other related preventive maintenance work. *E*

Design, install, repair, maintain and perform preventive maintenance to new and existing plumbing fixtures, water and gas lines, and waste disposal systems; cut, thread and replace water pipes; install and maintain toilets, sinks, drinking fountains, water heaters and new water lines; replace defective parts in plumbing fixtures and systems. *E*

Perform emergency repairs and adjustments to plumbing equipment including repairing broken pipes, cleaning plugged drains, replacing washers, faucets and valves, cleaning grease traps, and unplugging sewer lines. *E*

Prepare, set, maintain and repair cement, linoleum, tile, mastic, wood floors, and asphalt paving. *E*

Design, install, inspect, repair and maintain new and existing electrical and lighting components and systems, such as power circuits, single and three phase motors, appliances, generators, breaker panels, inter-communication systems, and other electrical equipment; install new wiring, plugs, raceways, receptacles, conduits, lights and circuit breakers; adjust and repair electrical equipment; test electrical systems and assure compliance with applicable building codes and safety regulations. *E*

Refinish furniture, cabinets and other wood items; install wall paneling and wall partitions; install cabinets and shelves; construct walls and hang doors. *E*

Perform locksmithing duties; maintain and lubricate locks.

ABILITY TO:

Perform a variety of journey-level maintenance and repair of District fixtures, facilities and equipment.

Perform a variety of semi-skilled to skilled maintenance and repair independently.

Operate a variety of maintenance equipment including a truck, pipe cutter and threader, welding equipment, gauges and meters, rotor drain cleaner, trencher and a variety of hand and power tools.

Maintain records and prepare reports.

Analyze situations accurately and adopt an effective course of action.

Work cooperatively with others.

Understand and follow oral and written directions.

Observe legal and defensive driving practices.

Work from blueprints, shop drawings and sketches.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by completion of an apprenticeship program in one of the maintenance trades and three years experience in one or more of the building or construction maintenance trades.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

HAZARDS:

Working on ladders or scaffolding.

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