

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

MAINTENANCE TECHNICIAN

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general supervision, perform journey-level work in a specific building, facility, or equipment maintenance field such as carpentry, painting, locksmithing, plumbing, and/or related areas; operate maintenance and construction tools and equipment; and assist in performing other skilled maintenance duties as assigned.

This is a broad classification with individual positions assigned to specific functional areas; positions assigned to this class perform duties and are required to have journey level skills related to assigned area(s) that may include carpentry, painting, locksmithing, plumbing, and/or related areas. Duties and assignments may overlap depending on the operational needs of the department and staffing levels and may include assisting other skilled trades.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Operate a variety of maintenance related equipment including power and hand tools; perform preventive maintenance and light repairs on equipment.
2. Inspect work site for any safety hazards or obstacles; ensure adherence to safe work practices and procedures.
3. Requisition supplies, materials, and equipment for jobs assigned; clean and maintain tools and equipment; prepare and/or maintain work records and logs as necessary.
4. Depending on area of assignment, perform a variety of maintenance, repair, and construction work on various District facilities, structures, and systems including in the areas of carpentry, painting, locksmithing, plumbing, and related areas; observes and complies with federal, state, and local codes, laws, and regulations.
5. Perform a variety of skilled carpentry work in the alteration, repair and construction of structures, facilities, and equipment; build cabinets; construct or repair walls, stairs, shelves and platforms; hang doors; install chalk or bulletin boards; finish or repair a variety of wooden and plastic laminate objects; replace windows.
6. Perform a variety of skilled painting duties for buildings, facilities, furnishings, pipes, gates, and athletic fields; prepare surfaces for painting; mix and apply paint, varnish, shellac, enamel, or other protective finishes to various surfaces; may lay out stencils and construct signs.
7. Perform a variety of skilled locksmith duties including construction, replacement, installation, adjustment, and repair of various types of locks and lock hardware; cut keys; repair and install locks in doors and cabinets; rekey locks; lubricate or replace parts; maintain records of keys and key systems; adjust and maintain hinges and door closers; install doors and door hardware.

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8. Perform a variety of skilled plumbing duties; install general plumbing systems and repair existing systems; perform rough in, top out, and finish plumbing to replace broken pipes and clean plugged drains; perform routine maintenance on valve fittings, ballcocks, flush valves, vacuum breakers, and other fixtures; make sweat joints on copper pipe; cut and thread iron pipe; troubleshoot malfunctions and identify plan of action to resolve problems.
9. Check and regulate chemicals used in the swimming pool; vacuum and scrub the swimming pool as necessary.
10. May perform welding duties and steel and sheet metal fabrication.
11. Assist in performing other skilled maintenance duties as assigned.
12. Perform related duties as required.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

1. Principles and techniques in an assigned basic craft or trade, such as carpentry, painting, locksmithing, plumbing, and/or related areas.
2. Methods and techniques of construction, maintenance, and repair related to the area of work assigned.
3. Operational characteristics of maintenance and construction equipment and tools used in the area of work assigned.
4. Proper procedures used in the maintenance and repair of hand and power tools.
5. Proper methods of storing equipment, materials, and supplies.
6. Basic mathematical principles.
7. Principles and procedures of record keeping and filing.
8. Occupational hazards and standard safety practices.
9. Terminology used in the trade.
10. Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

1. Perform a variety of maintenance, construction, and repair work in the area of work assigned.
2. Perform journey-level tasks in one area of specialization.
3. Perform a variety of tasks and heavy manual labor for extended periods of time and in unfavorable weather conditions.
4. Maintain and repair a variety of tools and equipment.
5. Work from blueprints, shop drawings and sketches.
6. Perform accurate mathematical calculations.
7. Ensure adherence to safe work practices and procedures.
8. Understand and follow oral and written communication.
9. Work independently with little direction.
10. Meet schedules and time lines.
11. Maintain accurate records and prepare reports.
12. Communicate clearly and concisely, both orally and in writing.
13. Establish and maintain effective working relationships with those contacted in the course of work.

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14. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

Minimum Education & Experience - Any combination of the following would provide a typical way to obtain the required knowledge and abilities.

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training related to primary area of assignment.

Experience:

Two years of experience that demonstrates journey level skills in assigned area.

License or Certificate:

Possession of an appropriate, valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in both indoor and outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, and all types of weather and temperature conditions; work at heights on scaffolding and ladders; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; work near moving mechanical parts.

Physical: Primary functions require sufficient physical ability and mobility to walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry moderate to heavy amounts of weights; dexterity of hands and fingers to operate specialized hand and power tools and equipment; operate assigned equipment and vehicles; verbally communicate to exchange information.

4/30/74; 8/8/78; 3/6/79

Adopted by Board of Trustees on October 20, 2015

Effective: October 21, 2015

Job Family: Maintenance and Operations