

## LA MESA-SPRING VALLEY SCHOOLS

### CLASS TITLE: SKILLED MAINTENANCE WORKER I

#### **BASIC FUNCTION:**

Under the direction of the Director, Maintenance, Operations and Facilities, performs a variety of semi-skilled maintenance, construction and repair work on buildings, utilities and equipment including carpentry, glazing, electrical, painting, plumbing, heating, ventilation and air conditioning (HVAC) and others as assigned; assist other maintenance personnel in the performance of a variety of duties related to the building trades.

#### **DISTINGUISHING CHARACTERISTICS:**

The Skilled Maintenance Worker I classification is the entry level classification in the series. Incumbents work with other skilled trades personnel and perform entry level 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. 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.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Assembles moves and arranges various furniture and equipment as directed; loads and unloads equipment and supplies.

Assists in alterations, repairs and construction of assigned articles, structures and components as assigned; assists with installing a wide variety of items and component parts including cabinets, black boards, shelves, partitions, window glass, faucets, sewer lines, boiler room equipment, pumps and check valves.

Assists in installing and repairing electrical systems as assigned; installs, maintains and replaces light bulbs, wiring, cabling and fixtures as assigned; assists with performing general heating, air conditioning and ventilation maintenance duties as assigned.

Assists with inspecting various facilities, systems and their components as assigned by the position.

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

Operates and maintains a variety of maintenance equipment including a variety of hand and power tools; drives a vehicle to conduct work as assigned by the position.

Performs a variety of entry level maintenance, construction and repair work on buildings, utilities and equipment; assists skilled maintenance workers as a helper in various skilled trades including carpentry, glazing, electrical, painting, plumbing, heating, ventilation and air conditioning (HVAC) and others as assigned.

Performs general plumbing and irrigation repairs as directed; assists with installing, repairing and maintaining fixtures, toilets and sinks; repairs sprinklers and dig trenches for irrigation system installation; installs, replaces and repairs pipes; assists with water and gas line repairs; unclogs drains as assigned.

Prepares and maintains routine records and reports related to assigned activities; works from oral and written instructions and work orders.

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

##### **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.

Requirements of maintaining buildings and equipment in a safe, clean and orderly condition.

Appropriate safety precautions and procedures.

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

Proper lifting techniques.

Basic record-keeping techniques.

##### **ABILITY TO:**

Perform a variety of maintenance, construction and repair work on buildings, utilities and equipment.

Assist other maintenance personnel in the performance 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.  
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 three 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**

Non Exempt

**Approval Date**

3/01/08, 09/28/17, 2/18/20