

TITLE: SKILLED MAINTENANCE WORKER III

QUALIFICATIONS

Knowledge of

1. Methods, practices, equipment, and materials used to perform skilled work in various building and construction trades including but not limited to; plumbing, carpentry, painting, electrical/electronic, locksmith, HVAC, phone system, intercom, fire, security, energy, framing and hardware, roofing, glazing and tile work and mechanical repair
2. Building construction practices, laws and safety rules related to the construction and repair of public school buildings; plumbing, carpentry, painting, locksmith, mechanical, framing and hardware, roofing, glazing and tile work, HVAC installation and repair; electric and phone intercom system installation and repair; troubleshooting and repair of security fire energy management and alarm systems.
3. Diagrams used in installation and repair of electrical/electronic and plumbing fixtures; air conditioning and heating ventilation; lighting, phone, intercom, and alarm systems; carpentry, painting, locksmith, mechanical; fire; electrical, plumbing, carpentry, and painting tools, equipment, supplies, their care and use.
4. Framing and hardware, mechanical, electrical, plumbing, carpentry, and painting tools, equipment supplies their care and use.
5. Work order tracking and data collecting systems and procedures.
6. Computerized systems that are related to maintenance, both software and hardware.
7. New products, methods and systems for increasing effectiveness and efficiency.
8. Good English usage, writing, and math.
9. Safe working practices and procedures.
10. Safety rules and regulations for this position.

Ability to

1. Perform highly specialized skilled work safely and proficiently using a variety of hand tools and power equipment associated with building repair, maintenance, construction, installation, repair, trouble shooting and maintenance.
2. Estimate the scope and costs of work assignments and to secure the necessary tools and materials to complete each assignment.
3. Quickly and effectively diagnose maintenance and repair problems, and take appropriate action for resolution.
4. Prepare, read, and interpret schematics, blueprints, and sketches accurately.
5. Safely drive and operate a variety of vehicles and equipment used in maintenance trades.
6. Safely use a variety of hand and diagnostic equipment associated with building repair, maintenance, and construction.
7. Perform mathematical calculations using addition, subtraction, multiplication, division and algebraic and geometric formulas if necessary.
8. Work successfully with a diverse group of people while maintaining a positive and professional attitude.
9. Determine priorities and schedule work effectively and efficiently.
10. Schedule and conduct preventive maintenance inspections on all types of assigned equipment within the district.
11. Use the computer in the process of ordering, tracking, and inventory of maintenance supplies and materials.
12. Work independently and maintain high standards of workmanship.
13. Prepare and maintain work records, schedules, and completed necessary reports.
14. Safely and skillfully train and instruct others in the proper care and use of maintenance-related equipment.

Ability to (continued)

15. Make observations and recommendations during the construction design and planning process as it relates to the various building components and maintenance-related systems.
16. Train and instruct others in approved safety procedures.
17. Communicate effectively in both oral and written forms at a level necessary to perform the duties of this position.
18. Present and maintain a pleasant appearance and demeanor.
19. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
20. Establish and maintain effective work relationships with those contacted in the performance of required duties and maintain flexibility with respect to assignments, duties and facility issues as they arise.
21. Ability to assess, analyze, organize and schedule preventative maintenance calendars using spreadsheets.

Training and Experience

1. Equivalent to completion of the twelfth (12th) grade, supplemented by courses and/or apprenticeship programs culminating in a certification specializing in one or more of the following areas; plumbing, carpentry, painting, electrical/electronic, locksmith, mechanical, HVAC, phone system, intercom, fire security, framing, hardware, roofing, glazing, and tile work.
2. Six (6) years of experience in general construction and maintenance work, including extensive knowledge of three (3) skilled maintenance trades and a general working knowledge of two (2) other trades utilized by the district; or any combination of training and experience that could likely provide the desired knowledge and abilities may be considered.
3. Good work history and attendance.

REPORTS TO: Director of Maintenance and Grounds

JOB GOAL: To provide mechanical expertise and leadership throughout the department in the District's efforts to maintain effective and efficient facilities in a condition of safety, neatness, proper performance, and aesthetic attractiveness so that each student may be provided with an environment, which is conducive to the learning experience. This entails performing a variety of highly specialized skilled tasks and operations. Involved is the installation and repair; troubleshooting; planning, construction, designing and maintenance of heating, ventilation, air conditioning and refrigeration systems, and other equipment including general electrical, plumbing, painting, carpentry, mechanical, telecommunications system, framing, hardware, roofing, glazing and tile work, and locksmith work on buildings, equipment, and furnishings, fire security, intercom, and energy management systems. This position performs journey-level duties in several areas of the building trades so that full educational use of the district's facilities is realized at all times.

ESSENTIAL FUNCTIONS

1. Performs a variety of highly specialized skilled functions involving plumbing, painting, carpentry, heating, electrical/electronic, masonry, metal work, glazing, tile work, roofing, flooring, welding, and/or mechanical work including mechanical maintenance work in the general installation, maintenance, alteration, and servicing of heating, ventilation, air conditioning, and refrigeration equipment and related equipment and facilities.
2. Repairs, installs, and maintains electrical/electronic equipment, motors, lighting circuits, telecommunication lines, and other types of electric lighting and power equipment.

ESSENTIAL FUNCTIONS (continued)

3. Performs general plumbing repairs including installation and repair of fixtures, faucets, fountains, valves, toilets, and disposals; unclogs sewer lines, repairs and replaces pipes.
4. Performs electrical/electronic and mechanical tests on refrigeration units, air conditioning systems and thermostats, telecommunication and security systems.
5. Inspects boiler controls, valves, switches, and water levels.
6. Makes emergency repairs and adjustments to equipment, apparatus and district buildings.
7. Maintains the operation of ventilating systems to ensure proper heat and airflow and assists in preventive maintenance.
8. Endeavors to ensure that proper safety and health regulations and practices are observed.
9. Performs routine oiling, adjusting, cleaning, and monitoring of a variety of motorized and mechanical equipment.
10. Performs carpentry projects including the installation of paneling, windows, doors, partitions, tile floors, electric, phone lines, and alarms.
11. Applies finishes to various surfaces such as wood, metal, glass, plaster, stucco, wall board, brick, and cement.
12. Lifts, stacks and moves heavy furniture, equipment, and materials.
13. Provides cost estimates for assigned projects to include time, labor, parts, supplies, and equipment upon request.
14. Inspects and evaluates work in progress.
15. Follows district policies and procedures.
16. Establishes and maintains effective rapport with those contacted in the performance of required duties.
17. Knows and understands the Mission and Core Values of the district.
18. Handles all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
19. Able to act as a liaison with a variety of contractors, outside vendors and consultants.

OTHER FUNCTIONS

1. Provides or recommends topics for in-service training in the maintenance department.
2. Assists the Director of Maintenance and Grounds and Director of Planning and Construction with design, installation, and acceptance of planned or newly acquired facilities.
3. Maintains records of pending and completed work/service requests, prepares written and oral reports as required.
4. Performs preventive maintenance on equipment such as replacing furnace filters, adjusting and servicing motors and belts.
5. Works with outside contractors and vendors
6. Acts as a liaison with the Murrieta Fire and Police Departments and monitoring companies and responds to emergency situations as necessary.
7. Participates in district in-service training as required.
8. Performs other related duties as assigned.
9. Ensures that all safety practices of CALOSHA (California Occupational Safety and Health Association) and regulations and health requirements are being met for maintenance personnel.

SPECIAL REQUIREMENTS

1. Must use safety equipment designated for this position.
2. Possession and maintenance of a valid California Driver's License, a good driving record, and is insurable under the district's policy.
3. Good physical condition with sufficient stamina to maintain a rigorous work schedule requiring continuous physical exertion and frequent heavy lifting.

PHYSICAL ABILITIES

1. Visual ability to read handwritten or typed documents and instructions, the display screen of various equipment and machines, and blueprints and schematics.
2. Able to conduct verbal conversation in English
3. Able to hear normal range verbal conversation. (approximately 60 decibels)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to climb slopes, stairs, steps, ramps, and ladders.
6. Able to lift up to thirty (30) pounds frequently, and fifty (50) pounds occasionally.
7. Able to carry up to thirty (30) pounds frequently, and fifty (50) pounds occasionally.
8. Able to push and pull a variety of tools and equipment weighing up to fifty (50) pounds.
9. Able to sustain strenuous manual labor for four (4) to six (6) hours.
10. Able to exhibit full range of motion for shoulder external rotation and internal rotation.
11. Able to exhibit full range of motion for shoulder abduction and adduction.
12. Able to exhibit full range of motion for elbow flexion and extension.
13. Able to exhibit full range of motion for shoulder extension and flexion.
14. Able to exhibit full range of motion for back lateral flexion.
15. Able to exhibit full range of motion for hip flexion and extension.
16. Able to exhibit full range of motion for knee flexion.
17. Able to use respirators for personal protection
18. Able to work at various elevated heights on ladders, scaffolding, rigging, and roofs in a safe and effective manner.
19. Able to work in a wide range of temperatures and weather conditions.
20. Able to work in restricted spaces in a safe and effective manner.
21. Able to demonstrate manual dexterity necessary to perform fine maintenance procedures and operate both manual and power hand tools, including Volt/OHM meter, merger, hydraulic and manual bender, amp probe and light meter, in a safe and effective manner.
22. Able to work with chemical agents, including various types of paint, varnish, shellac and thinners, in a safe and efficient manner without allergic reaction.
23. Able to operate a variety of powered and manual equipment commonly found in custodial services in a safe and effective manner.
24. Able to operate a variety of powered industrial vehicles, equipment, and tools associated with painting and glazing trades in a safe and effective manner.
25. Able to operate a variety of maintenance motor vehicles in a safe and effective manner.

TERMS OF EMPLOYMENT: Twelve-month work year
Classified bargaining unit member

EVALUATION: Performance of this job will be evaluated in accordance with Board of Education policy and provisions of the collective bargaining agreement. The Director of maintenance and Grounds will give the evaluation.

Approved by: Board of Education

Date: November 16, 2000

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A
TOBACCO-FREE, DRUG-FREE WORKPLACE**

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS AN
AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**