

Job Title: MAINTENANCE III

Definition:

Under the immediate supervision of the Maintenance Lead and the general supervision of the Supervisor of Operations and the Director of Facilities, performs semi-skilled tasks in a variety of crafts associated with maintenance and repair of buildings, grounds and equipment.

Distinguishing Characteristics:

This classification is distinguished from others in the Maintenance series in that the incumbent is a general maintenance worker whose knowledge requirements is below that of a journeyman level and is assigned semi-skilled work in a variety of crafts dealing with general maintenance and repair of buildings, grounds, and equipment.

Essential Job Duties:

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Makes routine electrical repairs and replaces fuses, fixtures, sockets, drop cords, and switches
2. Oils, greases, packs, cleans, and adjust electric motors as required
3. Makes routine repairs and adjustments to plumbing equipment and apparatus on District sites
4. Install toilets, washbasins and drinking fountains
5. Replaces broken and rusted pipes.
6. Cleans plugged drains, flushes sewer lines.
7. Replaces faucet washers, gaskets and valves.
8. Maintain boilers and hot water heaters.
9. Replaces electrical switches, thermostats, and broken belts on motors and service fans.
10. Build shelves, partitions, bookcases, cupboards, and perform routine carpentry work as needed.
11. Operates various equipments.
12. Performs routine painting, glazing, masking and surface preparation
13. Uses brush, rollers, or spray gun in applying paint.
14. Cuts and install glass and plexi-glass in metal and wood frames.
15. Performs routine locksmith work.
16. Performs routine maintenance on various equipment
17. Performs routine welding work.
18. Performs semi-skilled service work on HVAC systems.
19. Performs other related duties as assigned

Minimum Knowledge, Skill and Ability:

Knowledge of:

- Work methods, materials, tools, and equipment used in building/structure maintenance
- Fundamental of the following trades; plumbing, carpentry, glazing, painting, welding, HVAC, electrical and mechanics

Skill and Ability to:

- Safely use a wide variety of hand and power tools involved in general maintenance of buildings and equipment
- Work from sketches, drawings, and blueprints
- Follow oral and written directions
- With instructions, use all equipment related to his/her specific assignment
- Maintain professional confidentiality

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- Maintain effective and cooperative working relationships with those contacted in the course of the work
- Perform heavy manual labor and lift heavy loads properly and safely
- Work independently without constant supervision

Training and Experience

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be: high school diploma or equivalent and two years experience in building, equipment, grounds, maintenance, and one additional year experience in one or more of these trades: painting, locksmith or maintenance or glazier.

License and Certificates:

Possession of a valid California driver's license and be insurable.

Physical Requirements and Working Conditions:

- Require vision (which may be corrected) to read small print.
- Require the mobility to stand, stoop, reach and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Perform lifting, pushing, and/or pulling which does not exceed 100 pounds and is in an infrequent aspect of the job.
- May be required to work in inclement weather without effective protection from sun, cold and rain.
- May be required to work with harsh and toxic substances.
- May be required to wear protective apparel including goggles, face protectors, aprons, and shoes.
- May be required to work within enclosed spaces or at heights above ground level.
- May be required to work around loud noise.
- May be required to work around moving mechanical parts.
- May be required to work around electrical current.
- Is subject to inside and outside environmental conditions.
- May be required to take and pass a physical examination.
- Will be required to have live scan fingerprinting completed and cleared prior to beginning work

Range: 33

PHYSICAL REQUIREMENTS INFORMATION
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Activity	Never	Occasionally Up to 3 hours	Frequently 3 – 6 hours	Constantly Over 6 hours
Sitting		X		
Standing		X		
Running	X			
Walking			X	
Crawling		X		
Kneeling		X		
Climbing		X		
Squatting		X		
Bending (neck)		X		
Bending (waist)		X		
Twisting (neck)		X		
Twisting (waist)		X		
Reaching(above shoulder)		X		
Reaching (below Shoulder)		X		
Pushing & Pulling		X		
Fine Manipulation		X		
Power Grasping		X		
Simple Grasping		X		
Repetitive use of hands			X	
Keyboard Use		X		
Mouse Use		X		
Lifting/Carrying				
0 – 10 lbs.			X	
11 – 25 lbs.		X		
26 – 50 lbs.		X		
51 – 75 lbs.		X		
76 – 100 lbs.		X		
100 + lbs.		X		
Walking on uneven ground			X	
Driving		X		
Working with heavy equipment		X		
Exposure to excessive noise		X		
Exposure to extreme temperatures		X		
Exposure to dust, gas, fumes, or chemicals		X		
Working at heights		X		
Repetitive movement		X		
Use of special visual or auditory PPE		X		
Working with bio-hazards (e.g., blood-borne pathogens, sewage, etc.)		X		

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Mental and Psychological Demands		Frequency	
Basic Work Abilities:		Essential	Non-Essen
1	Follow verbal and written instructions	C	
2	Maintain the established work pace	C	
3	Adhere to established work and safety procedures	C	
4	Respond appropriately to direction, evaluation, or criticism	C	
5	Respond appropriately to changes in the work setting	C	
Attention to Task/Details:			
6	Perform simple/repetitive tasks	C	
7	Perform complex/varied tasks	C	
8	Organize tasks and set priorities	C	
9	Manage multiple tasks simultaneously	C	
Interaction with Others:			
10	Work cooperatively with coworkers	C	
11	Interact with customers or the public	C	
Decision Making:			
12	Use basic problem-solving techniques	C	
13	Work autonomously, or with minimal supervision	C	
14	Make independent decisions based on data/circumstances	C	

Frequency Key: The following abbreviations denote the frequency an activity is performed daily.

N = Never

I = Infrequently (less than once per day)

O = Occasionally (less than 2 ½ hours per day)

F = Frequently (2 ½ to 5 hours per day)

C = Continuously (more than 5 hours per day)