

MAINTENANCE WORKER II

BASIC FUNCTION:

Under the direction of the Plant Manager, perform semi-skilled work in a variety of the building maintenance trades in the maintenance and repair of school buildings, facilities, and equipment. In the absence of the Plant Manager, act as the lead point of contact for the department.

REPRESENTATIVE DUTIES:

- Perform semi-skilled maintenance and repair of school buildings, facilities, and equipment in a wide variety of the building trades including electrical, plumbing, HVAC, carpentry, locksmithing, painting and others. **E**
- Perform troubleshooting and repair to electrical fixtures, equipment, systems, and other installations; replace light fixtures, ballasts, switches, fuses, and other electrical accessories. **E**
- Replace and repair water, sewer, and natural gas lines as well as other plumbing fixtures and systems according to established procedures; repair and maintain valves, faucets and fixtures; repair main water lines and irrigation lines; clean out drains and remove obstructions in water and sewer lines. **E**
- Repair leaks in faucets and drinking fountains; repair and replace toilets and urinals. **E**
- Perform a variety of carpentry work; adjust doors and cabinets. **E**
- Repair, patch and maintain roofs as necessary; replace ceiling tiles; replace and patch flooring. **E**
- Perform locksmithing work; repair and replace panic hardware, tumblers, cylinders, locksets, door closures, cabinet and file locks, door stops, kick panels and hinges and other related hardware; cut keys and maintain records of keys issued to personnel and school sites. **E**
- Repair, adjust, and perform preventive maintenance on heating and air conditioning equipment to assure proper operation; change air filters periodically and replace worn pulleys and belts. Complete preventive maintenance paperwork and maintain records. Stock filters and HVAC spare parts. **E**
- Replace and program thermostats; service exhaust fans. **E**
- Perform welding and metal fabrication and repairs. **E**
- Perform glazing work in the repair and replacement of glass; fit windows, sashes and screens. **E**
- Operate a variety of specialized equipment, as well as hand and power tools; repair, maintain and assure equipment is in safe and proper working condition. **E**
- Prepare and maintain a variety of records related to work performed, supplies and materials, labor costs and others. **E**
- Assist other maintenance personnel with daily work assignments. **E**
- Generate work orders for work performed; document work. **E**
- Service equipment for M&O dept. as well as classroom, office, and cafeteria use. Examples include vacuums, scrubbers, carpet extractors, KaiVac equipment, electric carts, projectors, desks, chairs, screens, and compressors. **E**
- Troubleshoot low voltage HVAC communication circuits. Download/upload controller programs. **E**
- Perform lighting control and HVAC schedule changes. **E**
- Perform related duties as assigned.

KNOWLEDGE OF:

Requirements of maintaining buildings, equipment, and facilities in good repair.

Shop math applicable to the building trades.

Health and safety regulations and procedures.

Proper methods, materials, tools, terminology, and equipment used in the building maintenance trades.

Proper methods of storing equipment, materials and supplies.

ABILITY TO:

Communicate with other employees, students, and the public.
Plan and organize maintenance jobs: organize tools, create material lists, perform maintenance operations in a logical order.
Coordinate work with other trades.
Provide a DMV printout dated within two months.
Perform semi-skilled work in the maintenance and repair of buildings and facilities.
Operate a vehicle, forklift, backhoe, skip loader, boom lift, scissor lift, and a wide variety of power equipment and hand tools.
Prioritize and schedule work.
Apply and explain rules, regulations, policies and procedures.
Observe legal and defensive driving practices.
Follow written and oral directions.
Read blueprints and operation and maintenance manuals.
Coordinate maintenance and operations employees in absence of plant manager.

EDUCATION AND EXPERIENCE:

Graduation from high school supplemented by training or experience to demonstrate semi-skilled level aptitude in one or more of the building maintenance trades and two years experience in the maintenance trades.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.
AHERA Asbestos Worker – 16 hour training

WORKING CONDITIONS/ENVIRONMENT:

Indoor and outdoor work environment.
Subject to noise from equipment operation.
Regular exposure to fumes, dust, dirt, oil, grease, and heat.
Driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Climbing ladders.
Operating powered boom and scissor lifts up to 60 feet.
Lifting and carrying heavy objects up to 50 pounds.
Dexterity of hands and fingers to operate a variety of specialized equipment and tools.
Seeing to inspect needed and completed repairs; and to read instructions and work orders.
Reaching overhead and horizontally.
Standing for extended periods of time.
Walking over rough or uneven surfaces.
Bending at the waist, kneeling or crouching.

HAZARDS:

Exposure to chemicals, boiler treatment, solvents, lubricants, fuels, cleaning chemicals, adhesives, paints and other coatings.

7/1/05
SMJUHSD
Range 25