



HEAD MAINTENANCE TECHNICIAN – BUILDING SYSTEM SPECIALIST

DEFINITION:

Under the supervision of the assigned supervisor, performs a wide range of both technical and journeyman level support in connection with organizing and directing the operations and activities involved in the maintenance, repair and improvement of school site facilities, utilities and equipment including tasks in carpentry, electrical work, heating, ventilation and air conditioning (HVAC) , construction, plumbing and painting as it relates to school site improvements, modifications and new construction; plans, develops and implements related projects.

DISTINGUISHING CHARACTERISTICS:

The Foreman III classification is the advanced-level position in the series. Incumbents work independently and perform a variety of skilled and semi-skilled duties in the maintenance and repair of assigned facilities, utilities and equipment. Incumbents also oversee structural maintenance projects and staff. The Foreman I classification is the entry-level classification in the Foreman series. The classification of Foreman II is distinguished from the lower classification of maintenance Foreman positions primarily by the higher degree of journey-level skills and leadership abilities required and the high degree of independence exercised in carrying out these duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

 include the following. Other duties may be assigned.

- Performs skilled mechanical maintenance work in the repair, installation and alteration of controls for heating, ventilating, communication, electronic, irrigation and other related systems; maintains, troubleshoots, and repairs control systems.
- Provides inspection as required by California energy standards and energy efficiency guidelines for commercial buildings.
- Prepares and maintains a variety of records related to projects, financial activity, student demographics and assigned duties; records income and expenditures and monitors department budgets; establishes and maintains filing systems; processes forms and applications; prepares correspondence as necessary.
- Compiles information and prepares and maintains a wide variety of mandated and requested data and reports related to project status, income, expenditures, award bids and assigned activities; submits reports to appropriate personnel or agency; maintains contract documents and legal paperwork.
- Prepares, reviews and interprets plans, diagrams, blue prints, sketches and specifications; monitor payments and expenditures for projects; confers with administrators and advises on plans, specifications and types of material to be used in organizational construction and alteration projects; installs, maintains and repairs controls and the equipment being controlled.
- Serve as a liaison between assigned organization and contractors, architects, inspectors, governmental agencies and various outside organizations; responds to inquiries and provide information; resolves issues and concerns as appropriate.
- Participates in activities related to the collection, maintenance and analysis of information required for enrollment projections and school site development; prepare reports and projections of demographic and building trends.
- Performs a variety of technical duties in the planning, development, implementation and inspection of organizational construction and alteration projects; prepares planning documents for contracted governmental agencies, utility companies and firms.
- Collaborates with contractors, inspectors and vendors on various construction and alteration projects; coordinates organizational and outside resources to ensure smooth and efficient planning, construction and alteration operations.
- Prepares board items and resolutions necessary for construction and alteration projects regarding authorization for design, construction and close out as assigned; maintains daily field logs and reports on progress of construction including the filing of necessary reports.
- Travels to development sites to exchange information with project personnel and monitor development progress; inspects projects to ensure compliance with established specifications,

- guidelines, codes and regulations; oversee and follow-up on projects to assure proper completion.
- Operates a variety of office equipment including a copier, fax machine, computer and assigned software; drives a vehicle to travel to conduct work.
 - Performs programming of Direct Digital Control (DDC) systems for HVAC; performs preventive maintenance tasks on assigned equipment.
 - Orders materials as needed.
 - Plans and lays out work, keeps detailed records of control systems and back-up copies of all programs.
 - Provides technical assistance to Maintenance and Operations as required.

QUALIFICATIONS GUIDE**Knowledge of:**

- Methods, materials and equipment common to the building trade.
- HVAC equipment, controls, and the interrelationship of the two.
- Planning, organization and technical aspects of facilities planning functions.
- Construction industry practices and procedures, including cost estimating, project scheduling and project inspections.
- Construction, alteration, planning and facility design practices, procedures and processes.
- Applicable laws, building codes, ordinances, fire regulations, safety precautions, policies and procedures.
- Record-keeping and report preparation techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Health and safety regulations.
- Operation of a computer and assigned software.
- Research and projection techniques and procedures.
- Modern office practices, procedures and equipment.
- Mathematical and statistical computations.
- Building codes, ordinance and regulations of state and local authorities.
- Reliable data storage and programming techniques.
- Familiarization with plumbing, electrical and building systems.
- Personal protective gear and equipment.

Ability to:

- Safely and proficiently use tools and equipment common to the building trade.
- Perform a variety of technical duties in the planning, development, implementation and inspection of organizational construction and alteration projects.
- Serve as a liaison between assigned organization and contractors, architects, inspectors, governmental agencies and various outside organizations.
- Prepare and maintain a variety of records, files and reports.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Learn organizational operations, policies and objectives.
- Research, compile and prepare data required for facilities planning records, reports and projects.
- Read and interpret maps, blueprints and site plans.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Observe health and safety regulations.
- Operate a computer and assigned software.
- Meet schedules and time lines.
- Troubleshoot and diagnose system malfunctions.
- Provide repair estimates.
- Determine priorities and schedule work effectively.
- Keep work records and provide reports.
- Read and interpret blueprints, plans and specifications.

- Understand and carry out oral and written instructions.
- Communicate effectively in written form.
- Maintain cooperative working relationships with those contacted in the course of work.

EDUCATION/EXPERIENCE:

Any combination equivalent to: the twelfth grade or GED, five years' experience at the journey level in the building trade with at least one year in a responsible or lead position. Any combination of training and experience which would likely provide the required level of expertise and ability.

LICENSES AND OTHER REQUIREMENTS:

- California Class C Driver's License.

PHYSICAL DEMANDS:

The physical demands described here 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 functions.

- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting for extended periods of time.
- Hearing and speaking to exchange information.
- Seeing to read a variety of materials; close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Climbing on ladders and scaffolding to inspect work.
- Walking to inspect school sites.
- Regularly lift and/or move up to 50 pounds; lifting, carrying, pushing or pulling heavy objects up 100 pounds with assistance.

WORK ENVIRONMENT:

Indoor and Outdoor Environment. Exposure to heat, cold, wind and rain. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Occasional exposure to wet and/or humid conditions and vibration. Hazards while working include:

- Working around and near machinery with moving mechanical parts.
- Exposure to risk of electrical shock.
- Working in high, precarious places
- Exposure to toxic or caustic chemicals.