



MAINTENANCE TECHNICIAN VI-GENERAL MAINTENANCE

DEFINITION:

Under the supervision of the assigned supervisor, performs a wide variety of skilled and semi-skilled general maintenance tasks in the maintenance, repair and improvement of District buildings and equipment; constructs, installs, maintains and repairs general building systems; trains and provide work direction and guidance to assigned personnel.

DISTINGUISHING CHARACTERISTICS

The classification of Maintenance Technician VI- General Maintenance is distinguished from the lower classification of general maintenance positions primarily by the higher degree of journey-level skills. Incumbents serve as a senior technician and oversee special projects. Incumbents train and provide leadership and direction to assigned staff in the general maintenance trade. This classification serves as a backup Head Foreman and orders materials and supplies.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Leads and performs skilled maintenance, installation and repair to buildings and equipment in relation to construction and mechanical trades, including plumbing, painting, carpentry, electrical, masonry, metal work, glazing, tile work, roofing, flooring, ventilating systems, welding and mechanics.
- Receives and responds to work orders; ensures compliance with building, health and safety codes and standards.
- Constructs, installs, maintains and repairs roof systems, ceilings, hardscape, playground surfaces and equipment, bookcases, shelves, doors, window frames and furniture; matches materials with color, grain or texture; repairs and maintains building and facility roofing as required.
- Fabricates and/or repairs furnishings such as bulletin boards, backpack racks and athletic equipment.
- Performs in lead role to plan, schedule, and coordinate the work of multiple trades on a single project.
- Trains and provides work direction and guidance to assigned personnel; assigns employee duties and reviews work for accuracy, completeness and compliance with established standards and procedures.
- Assists in post construction inspections, project planning and evaluation, and coordination or work with other trades.
- Plans, organizes and lays out assigned tasks; interprets plans, diagrams, blue prints, sketches and specifications; performs tasks from verbal and written instructions and work orders.
- Estimates and orders material requirements from drawings, blueprints, or written instructions.
- Performs maintenance on shop equipment and tools.
- Assesses labor, material and equipment needed for assigned projects; monitors inventory levels of materials and equipment.
- Operates a variety of specialized equipment including jack hammers, bobcats, forklifts and cement mixers; drives a vehicle to conduct work.
- Communicates with personnel and various outside agencies to exchange information and resolve issues or concerns.
- Maintains various records related to work orders and assigned activities.
- Maintains shop and work areas in a safe, clean and orderly condition.
- Indoor Air Quality inspections and repairs
- Provides job cost estimates and receives proposals from outside contractors for repairs and services.

QUALIFICATIONS GUIDE

Knowledge of:

- Methods, procedures, terminology, tools, equipment and materials used in the building and general maintenance trades.

- Operation of hand and shop tools and powered equipment common to the general maintenance trade.
- Methods and materials common to roofing, concrete and general maintenance trades.
- Requirements of maintaining facilities, utilities and equipment in good repair.
- Inspects roofs, hardscapes and wall systems.
- Safety procedures and practices common to general maintenance work on site and in-shop.
- Working knowledge of the Uniform Building Code (U.B.C.)
- Building codes related to the general maintenance trade.
- Proper methods of storing equipment, materials and supplies.
- Technical aspects of the general maintenance trade.
- Oral and written communication skills.
- Record-keeping techniques.
- Proper lifting techniques.
- Basic arithmetic.

Ability to:

- Lead and perform skilled activities involved in the maintenance and repair of designated facilities and equipment.
- Construct, install, maintain and repair building systems.
- Operate a variety of tools and equipment used in the skilled general maintenance trade effectively and safely.
- Plan and lay out assigned work.
- Read and work from plans, blue prints, sketches, specifications and diagrams.
- Observe health and safety regulations and procedures.
- Communicate effectively both orally and in writing.
- Meet schedules and time lines.
- Train and provide work direction and guidance to assigned personnel.
- Understand and follow oral and written instructions.
- Work independently with little direction.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain various records related to work performed.
- Perform accurate measurements, and arithmetic calculations.
- Provide estimates on time and materials requirements.
- Coordinate and schedule work with other trades and serve in a lead positions.
- Understand written and oral instructions.
- Perform heavy manual labor.
- Work cooperatively and maintain positive working relationship with others.

EDUCATION/EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by completion of an approved apprenticeship program in the building maintenance trade and six years increasingly responsible journey-level general maintenance experience including one year in a lead capacity.

LICENSES AND OTHER REQUIREMENTS:

- Valid 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 specialized equipment and tools.

- Hearing and speaking to exchange information.
- Seeing to read and perform general maintenance functions.
- Reaching overhead, above the shoulders and horizontally.
- Regularly lift and/or move up to 50 pounds; lifting, carrying, pushing or pulling heavy objects up 100 pounds with assistance.
- Bending at the waist, kneeling or crouching.
- Sitting or standing for extended periods of time.

WORK ENVIRONMENT:

Indoor and outdoor work environment. 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. The noise level in the work environment is usually loud. Hazards include:

- Working around and with machinery having moving parts.
- Working at heights.
- Regular exposure to fumes, dust, dirt, oil/grease.

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