

SIERRA UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION

CLASSIFIED

JOB TITLE:	MAINTENANCE
RESPONSIBLE TO:	Facilities and Equipment Maintenance Supervisor

MAINTENANCE

Performance Responsibilities

To perform a variety of skilled tasks and operations involved in the maintenance, repair, and alteration of District buildings, facilities and equipment; and to perform and/or assist in the performance of skilled and semi-skilled work in other building trade areas as assigned, including electrical and/or electronics. Employees in this classification receive limited supervision within a framework of standard policies and procedures. This job class requires a high degree of technical knowledge and skill related to a variety of electrician operations as well as the ability to perform semi-skilled general maintenance operations. Job incumbents exercise independent judgment in the selection of methods and procedures.

Representative Duties:

1. Performs work in the following building trade areas: Carpentry, Plumbing, Electrical, Heating/air conditioning.
2. Performs and/or assists in the performance of skilled and semi-skilled work in other areas of the building trades as assigned.
3. Installs, replaces, and/or makes repairs to electrical wiring, switches, outlets, fixtures, and motors.
4. Performs routine oiling, adjusting, cleaning, and monitoring of controls, timers, and for a variety of motorized and mechanical equipment.
5. Troubleshoots and resolves a variety of electrical and/or electronic problems.
6. Installs, repairs, and maintains a variety of electrical systems and equipment including conduit and duct systems, light and power circuits, motors, electric pumps, and control mechanisms.
7. Performs work in conformance to building and safety code.
8. Maintains inventory of supplies; orders parts and supplies as needed.
9. Diagnose, repairs and maintains heating and air-conditioning units.

10. Inspect, and maintains boilers and boiler rooms.
11. Maintains and repairs fire alarm and master clock systems.
12. Cuts, threads and fits pipe for plumbing repairs.
13. Does general maintenance work in the alteration and repair of buildings and other existing structures.
14. Performs related duties similar to the above in scope and function as required.

Minimum Qualifications:

Knowledge of: the methods, procedures, equipment, and tools of the building trades; proper use of power tools, electrical equipment, and electronic testing equipment; safety rules and regulations applied to the building trades; proper record keeping functions; first aid practices, procedures and techniques; safe working methods, procedures and driving practices; O.S.H.A. requirements related to an educational operation.

Ability to: perform electrical work, skilled and semi-skilled work in other building trade areas as assigned; read and interpret blueprints, sketches, and diagrams; prepare accurate time and material estimates for assigned projects; maintain accurate work logs and records; understand and carry out a variety of complex instructions in an independent manner; safely use and operate a variety of hand tools, power tools, and other equipment used for building maintenance purposes; quickly and effectively diagnose maintenance and repair problems and take appropriate action to resolve same; identify asbestos containing building material; communicate effectively in both oral and written forms; perform mathematical calculations using addition, subtraction, multiplication, and division; work safely and effectively on ladders, scaffolding, rigging, and roof of varying heights; meet the physical requirements necessary to safely and effectively perform required duties; establish and maintain effective work relationships with those contacted in the performance of required duties

Physical Demands: Employees in this classification must be able to stand, walk, lift and carry heavy objects; carry, pull, climb, simultaneously use both arms and legs, maintain balance, stoop, kneel, bend repeatedly to repair or lift objects; reach horizontally and vertically, repetitively use fingers or use wrists or hands while twisting or applying pressure, use both hands simultaneously, have rapid mental or muscular coordination, speak clearly, hear normal conversation, have depth perception and color vision to distinguish electrical wires and be able to distinguish shades, see small details clearly to perform electrical work; includes crawling in confined spaces in buildings and operating tools and equipment.

Education and Experience: Any combination equivalent to sufficient experience, training, and/or education to demonstrate the knowledge, skills and abilities listed herein.

Licenses and Other Requirements: Possess a valid and appropriate California Driver's License and a safe driving record sufficient for insurability. HVAC Certification highly desirable, required no later than 2 years from start date of hire.

Working Conditions: subject to driving in adverse weather conditions, fumes, and noise. Work involves indoor and outdoor environment; subject to traveling from site to site; subject to electrical hazards, dangerous equipment, inadequate lighting, an absence of direct supervision, high voltage, dust, noise, and working at heights.