

MAINTENANCE MECHANIC - GENERAL

BASIC FUNCTION

Performs general and specialized semi-skilled and skilled tasks in the maintenance and repair of District facilities. Areas of responsibility include construction, general maintenance, carpentry, painting, locksmith, and plumbing trades areas. Performs preventive and corrective maintenance.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned area supervisor. May provide lead direction to temporary staff and/or student workers.

CLASS CHARACTERISTICS

This classification in the Maintenance series is responsible for independently performing semi-skilled and skilled maintenance duties in support of the District's facilities. Employees at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the department.

EXAMPLES OF TYPICAL JOB FUNCTIONS

1. Maintains and repairs District facilities, equipment, and buildings by performing a wide variety of carpentry, painting, plumbing, and locksmith repair work; receives and responds to assigned work orders; prepares, maintains, and inputs detailed logs, records, and reports of maintenance and repairs.
2. Installs, maintains, and repairs plumbing systems and repairs existing systems including water, gas, air, wastewater, backflow, and cross-connection prevention.
3. Installs, maintains, and repairs indoor plumbing systems and various fixtures such as faucets, sinks, toilets, drinking fountains, and water heaters; clears obstructions from drains and toilets.
4. Builds and repairs cabinets and furniture for District offices; installs and repairs doors and associated hardware; repairs, installs, and constructs tables, shelves, cabinets, baseboards, countertops, and other wood equipment and fixtures; and finishes cabinets and countertops.
5. Builds remodel projects including framing, drywall, and taping; builds new walls; repairs, replaces, tapes, and textures drywall; installs tiles and flooring.
6. Prepares surfaces for painting, staining, or re-texturing; matches paint colors; applies paint to building interiors, fixtures, equipment, and exteriors including roof coatings and sealers; strips and paints or stains cabinets, doors, and woodwork; refinishes gymnasium floors; prepares and paints directional and identifying signs for District facilities and offices.
7. Applies a variety of primers, paints, and other coatings by brush, roller, or airless spray equipment to such surfaces as wood, metal, fiberglass, plaster, wallboard, brick, cement, canvas, and wall coverings.
8. Mixes, blends, and applies protective industrial coatings, such as epoxies, and applies coatings to match, blend, harmonize, and contrast specified protective and decorative finishes to a variety of surfaces at the District; tests paints and makes recommendations accordingly.
9. Performs locksmith duties in the installation, repair, and maintenance of electronic, computer

automated, and non-electronic locks and related parts; installs, repairs, and maintains the District office locking systems including locks, keys, and related parts and hardware.

10. Develops and implements methods for key inventory control and security, key issuance, and daily lock shop operations; receives and records supplies and materials according to established procedures.
11. Repairs, opens, and removes locks; disassembles locks; repairs, replaces, and alters worn tumblers, springs, and other parts; re-keys and re-combines locks; re-pins new and existing padlocks and cylinders to the master key system.
12. Installs, repairs, and maintains panic bars, door closures, and other exit hardware; repairs door locking mechanisms and school lockers; installs handicapped access doors consistent with applicable laws, rules, and regulations.
13. Follows safety practices and safety guidelines, including interpreting safety data sheets (SDS) of products used in the department.
14. Operates a variety of maintenance-related hand tools and power equipment for specialized trades areas including, but not limited to, pipe threading, bending, and soldering equipment, spray and compressed air equipment, power washers, drill presses, grinders, and welding equipment.
15. Works and meets with contractors and vendors obtaining estimates, evaluations, reports, and pricing and provides recommendations accordingly.
16. Participates in District-provided in-service training programs.
17. Performs related duties as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

QUALIFICATIONS

Knowledge of:

1. Principles, practices, methods, equipment, materials, and tools used in maintenance and repair of buildings and facilities, including carpentry, locksmithing, plumbing, and internal and external painting.
2. Diagnostic tools to evaluate and diagnose issues in assigned maintenance area.
3. Principles of preventive and corrective maintenance.
4. Operational characteristics and maintenance requirements of a variety of hand and power tools and vehicles.
5. Methods and techniques of reviewing schematics and blueprints.
6. Mathematical principles.
7. Industry safety regulations and precautions.
8. Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
9. Principles and practices of record keeping.

Ability to:

1. Perform semi-skilled to skilled maintenance and repair work in the carpentry, plumbing, painting, and locksmith trades.
2. Perform technical tasks in the construction, maintenance, renovation, and repair of District buildings and facilities.
3. Identify building maintenance needs and take corrective actions.
4. Plan and lay out work details.

5. Safely and effectively use, operate, and care for hand tools, mechanical equipment, power tools, and equipment required for the work.
6. Read and interpret as-built blueprints and submittals.
7. Attend and participate in construction meetings.
8. Interpret local and state building codes and procedures as they relate to assigned trade areas.
9. Understand and observe work safety rules.
10. Accurately determine project material needs and recommend purchases.
11. Maintain accurate logs and records of work performed.
12. Follow department policies and procedures related to assigned duties.
13. Make accurate arithmetic calculations.
14. Independently organize work, set priorities, and meet critical time deadlines.
15. Exercise independent judgment within general policy and procedural guidelines.
16. Effectively use computer systems, software applications relevant to work performed, and business equipment to perform a variety of work tasks.
17. Communicate effectively in the course of performing work tasks.
18. Establish, maintain, and foster effective working relationships with those contacted in the course of work.
19. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic, disability, and ethnic backgrounds of students, staff, and the community.
20. Provide efficient, high-level customer service to the public, vendors, contractors, and District personnel.

Education and Experience:

Completion of the twelfth (12th) grade and one (1) year of skilled journeyman experience in assigned trades area; or an equivalent combination of education, training, and/or experience.

Licenses and Certifications:

A valid driver's license and proof of insurability may be required to drive a District or personal vehicle.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; vision to read printed materials, computer screens, and to distinguish colors and inspect equipment; and hearing and speech to communicate in person and over the telephone; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp, and make repetitive hand movements in the performance of daily duties; work in confining spaces; to climb and descend ladders, to operate varied hand and power tools, and to operate a motor vehicle and visit various District sites. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, which may include working on live electrical wires. Finger dexterity is needed to operate and repair tools and equipment. Must also possess mobility to work in a standard office setting and use standard office equipment, including a computer. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, with the use of proper equipment and/or assistance from other staff.

The essential functions of this classification must be performed by the incumbents with or without reasonable accommodations.

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances, and fumes, dust, and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.