



For the future of every student

CLASS TITLE: BUILDING TRADES MECHANIC

BASIC FUNCTION:

Under the direction of a designated Facilities supervisor, perform a variety of skilled activities in the maintenance and repair of District buildings, facilities and equipment including tasks in electrical work, plumbing, carpentry, HVAC & R, construction, welding, painting and roofing. Incumbents in this classification are qualified in one or more of the building maintenance trades and may be assigned to any of these areas based on background, training and/or certification.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of skilled activities in the maintenance and repair of District buildings, facilities and equipment including tasks in electrical work, plumbing, carpentry, HVAC & R, construction, welding and painting; provide journey-level maintenance services in an assigned maintenance trade and participate in maintenance projects for various other maintenance trades.

Receive and respond to work orders and perform related projects; inspect facilities and equipment to determine maintenance and repair needs; replace defective parts and components as needed; assist with scheduling maintenance and repairs as required; perform preventive maintenance activities.

Perform a variety of skilled carpentry duties involved in the repair and fabrication of various articles and structures of wood or related materials such as doors, partitions, counters, cabinets, shelving and furniture as assigned; repair and replace hardware; repair and maintain floors, walls, ceilings and roofs.

Install, maintain and repair faucets, drinking fountains, toilets, urinals, sinks, pipes, valves, fittings, pumps and other plumbing components, equipment and fixtures as required; inspect and repair leaks, obstructions and general system failures; repair and modify sewer, water and drain lines.

Troubleshoot, diagnose and repair electrical fixtures, equipment and systems; install and replace lamps, light fixtures, ballasts, switches, fuses, conduit, cabling and other electrical accessories; trace out wiring, perform diagnostic tests on system components and replace defective wiring and parts.

Apply paint or other protective or decorative material to a variety of surfaces including interiors and exteriors of buildings; prepare surfaces for painting by sanding, scraping and sandpapering; paint over graffiti as needed; operate a brush, roller or spray gun to apply a variety of surface coverings.

Operate and maintain a variety of equipment such as drills, saws, presses, testers, meters, fork lifts, lifts, gauges, jackhammers, tractors, skip loaders, backhoes and various hand and power tools; drive a vehicle to conduct work.

Plan, organize and lay out assigned tasks; interpret plans, diagrams, blue prints, sketches and specifications; work from verbal and written instructions and work orders; respond to emergency maintenance needs and requests.

Estimate labor, material and equipment needed for assigned projects; monitor inventory levels of materials and equipment; assist with ordering, receiving and maintaining adequate inventory of materials and equipment; prepare purchase orders as needed.

Install, maintain and repair fencing; level and dig ground areas; form trenches; mix, pour, place, shape and finish concrete; patch and repair asphalt and concrete; install and maintain sheet metal as required; install and remove playground equipment as needed.

Identify, report and assist with resolving safety, sanitary and fire hazards as directed.

Maintain work areas, equipment and tools in a safe, clean and orderly condition.

Maintain various records related to work orders and assigned activities.

Other duties as assigned that support the overall objective of the position.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

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

Requirements of maintaining facilities, utilities, grounds and equipment in good repair.

Operation of a wide variety of hand and power tools and equipment.

Shop math applicable to the building trades.

Applicable building codes, ordinances, fire regulations and safety precautions.

Technical aspects of the building maintenance trades.

Preventive maintenance principles and practices.

Proper methods of storing equipment, materials and supplies.

Record-keeping techniques.

Health and safety regulations and procedures.

Oral and written communication skills.

Proper lifting techniques.

ABILITY TO:

Perform a variety of skilled activities in the maintenance and repair of District buildings, facilities and equipment including tasks in electrical work, plumbing, carpentry, HVAC & R, construction, welding and painting.

Operate a wide variety of hand and power tools and equipment related to the building trades.

Organize and lay out work.

Inspect, troubleshoot, diagnose, maintain, repair and replace a variety of parts and equipment.

Work from sketches, diagrams, blueprints, plans and specifications.

Work independently with little direction.

Estimate material, equipment and supply needs.

Observe health and safety regulations.

Work cooperatively with others

Understand and follow written and oral instructions.

Maintain records related to work performed.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Any combination of education, training, and/or experience equivalent to graduation from high school and three years journey-level experience in building maintenance trades, which must include experience in the skilled sub-specialty matching the District's needs. An emphasis will be placed on the designated specialty trade based on need at the time of recruitment. Completion of an apprenticeship program or completion of a CTE (Career Technical Education) pathway is highly desirable, but not required.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:**ENVIRONMENT:**

Indoor and outdoor work environment.
Regular exposure to fumes, dust, dirt, oil and grease.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate maintenance equipment and tools.
Seeing to perform maintenance work.
Sitting or standing for extended periods of time.
Lifting, carrying, pushing or pulling heavy objects as assigned by the position.
Walking over rough or uneven surfaces.
Reaching overhead, above the shoulders and horizontally.
Bending at the waist, kneeling or crouching.
Heavy physical labor.
Climbing ladders.

HAZARDS:

Working around and with machinery having moving parts.
Working at heights.
Power saws and flying debris or nails.
Chemical fumes.

Approved by Personnel Commission:
Revised:

09/19/2007
10/21/2020