



For the future of every student

CLASS TITLE: TRADES MAINTENANCE WORKER II

BASIC FUNCTION:

Under the direction of the Maintenance Manager, perform a variety of semi-skilled to skilled activities in the maintenance and repair of District buildings, facilities and equipment including tasks in electrical work, HVAC, construction, carpentry, plumbing and painting.

DISTINGUISHING CHARACTERISTICS:

The Maintenance Worker II is the journey-level classification in the series. Incumbents work independently in the maintenance trades and perform semi-skilled to skilled activities in the maintenance and repair of District building, facilities and equipment. The Maintenance Worker I is the entry-level classification in the series. Incumbents work under general supervision and perform semi-skilled activities in support of various maintenance trades such as plumbing, electrical, carpentry, HVAC and painting.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of semi-skilled to skilled activities in the maintenance and repair of buildings, facilities and equipment including tasks in electrical work, HVAC, construction, carpentry, plumbing and painting; assist journey-level trades workers with a variety of projects as needed.

Repair or fabricate articles and structures of wood or related materials such as doors, partitions, counters, cabinets, shelving, floors, roofs, walls, ceilings, wood fixtures and furniture; repair and replace hardware; install, replace and fit windows; remove walls, ceilings and floors as needed.

Troubleshoot and repair electrical equipment and systems; install and replace switches, outlets, plugs, light fixtures and other electrical accessories; trace out and install wiring and cabling; diagnose malfunctions 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.

Install, maintain and repair faucets, drinking fountains, toilets, urinals, sinks, valves, pumps, washers, gaskets and other plumbing components and fixtures; install, fit and replace pipes; inspect and repair leaks, obstructions and general system failures; install and repair water and sewer lines.

Maintain, troubleshoot and repair heating, ventilation and air conditioning systems and equipment; make routine adjustments and perform preventive maintenance; diagnose malfunctions and determine repair needs; maintain and replace filters and belts as needed; assist with installations.

Participate in building construction and renovation activities as required; mix, pour, place, shape and finish concrete.

Install, maintain and repair fencing; level and dig ground areas; form trenches; patch and repair asphalt and concrete; install and remove playground equipment as needed; patch and repair roofs and gutters; repair holes in walls.

Perform or assist with various locksmith activities; install, repair, maintain and replace locks, door hinges, closures, door jams, panic hardware and other related parts; assemble and disassemble locks.

Move, arrange, assemble, pick up, transport and deliver various furniture, materials and equipment as directed; load and unload equipment and supplies.

Operate and maintain a variety of equipment including saws, drills, grinders, jackhammers, and a variety of hand and power tools; drive a vehicle to conduct work.

Perform preventive maintenance on equipment and utilities including replacing and servicing parts and components.

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.

Identify, report and assist with resolving safety, sanitary and fire hazards as directed; refer major maintenance and repair needs to appropriate personnel.

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

Maintain various records related to work orders and assigned activities.

Assist in the removal and disposal of asbestos and other hazardous materials as required.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, materials, tools, terminology and equipment used in the building maintenance trades. Proper methods of storing equipment, materials and supplies.

Requirements of maintaining facilities, utilities 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.

Preventive maintenance principles and practices.

Appropriate safety precautions and procedures.

Record-keeping techniques.

Oral and written communication skills.

Proper lifting techniques.

ABILITY TO:

Perform a variety of semi-skilled to skilled activities in the maintenance and repair of District buildings, facilities and equipment including tasks in electrical work, HVAC, construction, carpentry, plumbing 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.
Estimate material, equipment and supply needs.
Observe health and safety regulations.
Maintain records related to work performed.
Work cooperatively with others.
Understand and follow written and oral instructions.
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 equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: graduation from high school and three years experience in one or more of the building maintenance trades.

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.