

## **CONSTRUCTION MAINTENANCE SPECIALIST**

### **DEFINITION**

Under supervision of the assigned supervisor/manager, perform a variety of construction tasks to maintain, alter, and repair facilities and buildings. Work is primarily in several areas of specialization such as locksmithing, painting, masonry, and general carpentry, and may include assisting others in their specialty area(s).

### **TYPICAL DUTIES**

Perform some or all of the following depending on the area of assignment: work in the maintenance, construction, inspection and repair of buildings and equipment; perform maintenance and repair tasks equivalent to at least apprentice-level work in the electrical, mechanical, plumbing, carpentry, Heating/Ventilation/Air Conditioning (HVAC), painting, roofing, tilesetting, and flooring trades in conjunction with Facilities Management; work cooperatively with other Facilities Maintenance and District units to achieve and maintain a strong customer service environment; troubleshoot problems in buildings and equipment and effects repairs; maintain inventories; keep complete and accurate records of repairs and equipment; performs related duties as assigned.

Perform a variety of painting and varnishing duties; paint walls, doors, ceilings, buildings, parking lots, and other surfaces; use spray equipment, rollers, or brushes; prepare surfaces by water blasting, scraping, and using commercial paint removers; fill cracks and holes or sizing plaster walls; apply paint, varnish, and other protective and decorative finishes; finish all surfaces to comply with applicable building codes, District standards, and the usage or exposure of the surfaces.

Perform routine repairs and adjustments to plumbing equipment and fixtures; inspect and perform minor maintenance to complete plumbing systems, including fluid flows in addition to water and sewage; assist with major plumbing repairs and installations; perform rough demolition work; inspect and isolate natural gas systems.

Perform a variety of carpentry duties; erect rough wood framework, partitions, studs, joists and rafters; construct, fabricate, install, repair or replace doors, walls, signage, furniture, shelving, surfaces, sheds, scaffolds, forms, window frames, fences, and stairways; repair or install various types of flooring and baseboards; participate in the construction of temporary and permanent buildings and structures.

Perform a variety of locksmith duties, such as installation, repair, and replacement of locks on doors, desks, and lockers; perform a variety of masonry duties, such as construction and repair of tile walls and floors, screens, retaining walls, benches, edgings, and facings; glaze and fit windows; complete basic electrical wiring tasks; inspect and troubleshoot basic mechanical systems; install and repair waterproofing and all types of roofing such as slate, tile and composition.

Maintain required records and prepare reports on work completed and materials used.

## **QUALIFICATIONS**

### **EXPERIENCE**

Four years of experience related to the duties of the position in at least two of the specialized trade areas of painting, carpentry, flooring, electrical, mechanical, locksmithing, roofing, HVAC, tilesetting, or plumbing. An associate's degree in one of the specialized trade areas may be substituted for up to two years of the required experience.

One year of experience is equal to 12 months of experience at 40 hours per week. Applicable part-time experience will be converted to the full-time equivalent for purposes of meeting the experience requirement.

### **SPECIAL REQUIREMENT**

Employment is contingent upon meeting the requirements of Los Rios Board Regulation R-8343, including possessing and maintaining a valid California Driver's License. This position may require operating a District or personal vehicle in order to complete assigned work within the scope of the position duties.

Any offer of employment will be contingent upon the successful completion of a medical evaluation.

### **KNOWLEDGE OF**

Tools, materials, equipment, and terminology used in one or more trades; current methods, materials and practices followed in the maintenance of building, machines, and equipment; fire and safety procedures and practices; fundamental knowledge of Americans with Disability Act (ADA), Occupational Safety & Health Administration (OSHA) regulations, and uniform building codes; standard practices, materials and processes of the electrical, mechanical, plumbing, carpentry, and painting trades; hazard communication laws and asbestos abatement methods and regulations; Material Safety Data Sheets (MSDS) of products used in the performance of the job; safety awareness and hazard communication; applicable policies, regulations, laws, and procedures; effective customer service skills; principles and practices of effective communication; the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar, and rules for correspondence and report writing at the level required to effectively perform the duties of the position; how to train others to perform specific tasks; arithmetic at the level required to effectively perform the duties of the position; administrative and clerical procedures and systems, such as filing and recordkeeping techniques in a complex business environment; and modern office practices, procedures, and equipment.

### **ABILITY TO**

Perform the essential functions of the position; skill-level maintenance and repair work in several areas of specialization with minimal supervision or assistance independently determine methods and techniques to perform assigned responsibilities; read and understand blueprints, schematic drawings and other information necessary to perform and understand assigned responsibilities; maintain routine records and interpret plans and specifications found in area of specialization; maintain a safe working environment; understand and adhere to all appropriate workplace safety and environmental hazard procedures; work cooperatively and effectively with others during performance of duties; communicate effectively verbally and in writing; meet work schedules and assignment timelines; exercise initiative and good judgment; sustain regular work attendance; work variable schedules as needed; travel to all District locations to complete assigned responsibilities; work cooperatively and effectively with the public, students, faculty and staff; exercise initiative and mature judgment; interpret and apply applicable federal, state and local laws and regulations, District policies and regulations, and office processes and procedures; work as a member of a team; meet schedules and timelines; manage one's own time and the time of others; correctly follow a given rule or set of rules in order to arrange things or actions in a certain order; understand and effectively carry out oral and written directions; effectively communicate information and ideas orally and in writing based on the needs of the audience; read, write and perform mathematical calculations at the level required for successful job performance; be aware of others' reactions and adjust interpersonal skills accordingly; handle personal and private information with discretion; prepare routine correspondence independently; effectively learn and operate equipment and software related to the duties of the position; use technology to effectively perform responsibilities; adapt to changing technologies; work successfully with diverse populations; effectively and safely use and maintain equipment and tools required in the performance of the job duties, including assigned vehicles; interpret and work from plans, diagrams, specifications and established procedures; design, operation, maintenance, troubleshooting, testing and repair of assigned systems equipment.

### **PHYSICAL AND ENVIRONMENTAL FACTORS**

Work is performed indoors and outdoors in extreme weather conditions where significant safety considerations exist from full-body physical labor and handling of medium-to-heavy weight materials. Frequently and repeatedly lift and move heavy objects with and without assistance (objects will sometimes be elevated from floor level to above the shoulders); frequently and repeatedly grasp and manipulate hand and electric tools, wires, cables, and various equipment; frequently climb ladders and stairs; perform maintenance, installation and repair functions for up to entire shift; frequently and repeatedly reach, push, pull, bend, crouch and maneuver body in tight, cramped quarters; frequently and repeatedly twist body at 45 degree angles; work in inclement weather conditions; utilize personal protective and safety gear when appropriate; exposure to sharp blades from hand and power tools and chemical fumes such as from glues, solvents, cleaners, and adhesives.

### **TYPICAL EQUIPMENT USE (May include, but not limited to)**

Current office technologies including computers, printers, faxes, telephones and copiers; other equipment common to the field to which the position is assigned.