

MAINTENANCE TECHNICIAN

Series Specification
Maintenance Technician I
Maintenance Technician II
Lead Maintenance Technician

DEFINITION

This series specification describes three classes used to perform maintenance, light construction, and repair work of equipment and buildings.

LEVEL DESCRIPTIONS

Maintenance Technician I: A Maintenance Technician I performs semi-skilled work. Although the work performed may require the use of journey-level tools, the skill required in any one field is normally less than would be required of a journeyperson in that field.

Maintenance Technician II: A Maintenance Technician II performs skilled work in the fields of electrical, mechanical, plumbing, carpentry, and roofing trades.

Lead Maintenance Technician: The Lead Maintenance Technician performs and oversees skilled work of other maintenance technicians or other crafts or contractors.

TYPICAL DUTIES

Maintenance Technician I: Incumbents perform semi-skilled work; maintain and make repairs or minor alterations, as needed, to furniture, cabinets and other equipment; remove broken window glass and perform board ups when specialized equipment is not needed; scrape, sand, prepare surfaces for painting or repairing; apply finishes to various surfaces such as wood, metal, glass, plaster, stucco, wall boards, brick and cement; clean and maintain equipment and supplies; make minor lock repairs; make minor repairs and adjustments to plumbing equipment and apparatus throughout the district, such as repair leaking pipes, clean plugged drains, flush sewer lines; remove and replace fixtures, socket drop cords, switches, exposed wiring; assist maintenance crafts with repairs, installation and alterations on campus; adjust and maintain switches, electric motors, fans and heaters, clean and maintain HVAC supply and return grilles; install ceiling and floor coverings, chair rails, and baseboards. Perform related duties as assigned.

Maintenance Technician II: In addition to the duties of Maintenance Technician I, perform skilled work in the maintenance, construction, inspection and repair of buildings and equipment; perform maintenance tasks in the electrical, mechanical, plumbing, carpentry and roofing trades in conjunction with Facilities Management as needed; troubleshoot and repair problems with buildings and equipment and effect repairs; maintain inventories; keep complete and accurate records of repairs and equipment. Perform related duties as assigned.

Lead Maintenance Technician: In addition to the typical duties of the Maintenance Technician I and II, the Lead Maintenance Technician, under direction of the supervisor, train, assign and oversee the work of other regular Maintenance Technicians or skilled crafts as assigned. The lead determines the scope and estimates resources required of jobs, and coordinates schedules with campus personnel.

QUALIFICATIONS

EXPERIENCE

Promotional

General

Maintenance Technician I

None.

Three years of semi-skilled building maintenance work.

Maintenance Technician II

None.

Four years of skilled experience in one or more of the following trades: electrical, mechanical, plumbing, carpentry, and/or roofing; OR, six years of experience as a building maintenance technician.

Lead Maintenance Technician

Three years of experience in Los Rios Community College District as a Maintenance Technician II.

Completion of an apprenticeship program and four years of experience in a building trade; OR, any combination of eight years of experience as a building trade contractor, journeyman, or building maintenance specialist.

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 REQUIREMENTS

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 is contingent upon the successful completion of a medical evaluation.

Within twelve months of hire, obtain and maintain an asbestos certification.

KNOWLEDGE OF

All Levels: Basic tool, materials, and terminology used in one or more trades; methods and practices followed in the maintenance of building, machines, and equipment; fire and safety procedures and practices; fundamental knowledge of ADA and OSHA regulations; 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; familiarity with MSDS of products used in the performance of the job; applicable policies, regulations, procedures and processes, and federal, state, and local laws and regulations; effective customer service skills; how to compose effective correspondence; 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; principles and practices of effective communication; how to train others to perform specific tasks; arithmetic at the level required to effectively perform the duties of the position; clerical procedures and systems, such as filing and recordkeeping techniques in a complex business environment; modern office practices, procedures and equipment; safety procedures and safe work practices related to the duties of the position.

ABILITY TO

All Levels: Perform the essential functions of the position; read and interpret blueprints, schematics and detailed as-built drawings for all crafts; sustain regular work attendance; 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; and 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.

Lead Maintenance Technician: Work with minimal direct supervision; effectively train, assign and oversee the work of others.

Physical and Environmental Factors: Perform physically demanding labor that may include standing and maneuvering for long periods of time; work in an outside environment subject to inclement weather conditions, possible and/or frequent exposure to sun, humidity, and high or low temperatures; work around loud machinery, noise and/or pronounced vibration; exposure to dust and allergens; regularly work with or exposed to hazardous materials such as oils, grease, solvents, glues, adhesives, cleaning and de-greasing solutions and other chemicals; reach, grasp, pull, push, and carry various equipment and furniture across various types of surfaces; frequent maneuvering, stooping, crouching, bending at waist and knees; maneuver, twist, crawl and work in confined and cramped spaces (such as attics, crawl spaces, etc.); twist body up to 45 degree angle; frequent stretching, reaching and kneeling while operating tools and equipment; using proper bending and lifting techniques, lift and/or carry heavy objects (up to 50 pounds) with (or without) assistance (from floor level to above shoulder level); climb and descend 8 to 16 foot ladders and/or stairs (with heavy objects with or without assistance); work on wet, slippery surfaces; wear personal protective and safety equipment when appropriate and/or required (including a respirator); operate and manipulate hand, electric and all types of structural tools and equipment; exposure to sharp blades from tools and equipment.

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

Current office technologies including computers, printers, faxes, telephones and copiers; use hand and power tools necessary to perform the duties assigned; other equipment common to the field to which the position is assigned.