



CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

Job Class Description

<u>MAINTENANCE SERVICES TECHNICIAN</u>			
DEPARTMENT/SITE:	Facilities, Maintenance, and Operations	SALARY SCHEDULE:	Classified Bargaining Unit
		SALARY RANGE:	25 per 2023-2024 Schedule
		WORK YEAR:	12 Months (260 Days)
REPORTS TO:	Director Facilities, Maintenance, and Operations or assigned supervisor	FLSA:	Non-Exempt

BASIC FUNCTION:

Perform a variety of routine and semi-skilled maintenance work in one or more assigned trade areas such as carpentry, locksmith, electrical, plumbing, painting, heating, and air conditioning; perform a variety of floor care activities including carpet repair and installation and vinyl and tile flooring repair and installation; assist other skilled maintenance workers as assigned. The incumbents in this classification assist in supporting students by ensuring safe and healthy classrooms and work environments for staff and students which directly supports student learning.

DISTINGUISHING CHARACTERISTICS:

The **Maintenance Services Technician** classification is the entry-level classification in the series. Incumbents typically perform routine or semi-skilled maintenance and repair work under supervision and close direction in support of projects in various building trades and repair of buildings, utilities, and equipment. The **General Maintenance Repair Mechanic** classification is the mid-level range position in the series. Incumbents work independently and perform a variety of semi-skilled to skilled duties in the maintenance and repair of assigned facilities, utilities, and equipment including tasks in electrical work, HVAC, construction, plumbing, carpentry, and welding. The **Asbestos Technician/General Maintenance Repair Mechanic** classification is the highest level in the series. An incumbent of this class is a skilled journey-level professional proficient in executing independently under general direction a comprehensive range of tasks within one or more specific trades. In addition, this role involves conducting specialized asbestos control procedures during inspections for and removal of asbestos-containing building materials (ACBM). An incumbent of this class is expected to work independently and be able to identify those problems that need referral to more specialized trades personnel or to the supervisor.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

Perform routine or semi-skilled work in the maintenance, repair, installation, and alteration of a variety of equipment and facilities throughout the District.

Perform floor care responsibilities following established cleaning and maintenance schedules; extract carpets and upholstered furniture; strip, wax, and seal tile flooring; install, repair, and replace carpet, vinyl, and tile flooring; maintain and repair vacuums, carpet extractors, buffers, and scrubbers as assigned.

Installation and repair of window coverings such as mini blinds, vertical blinds, blackout curtains, etc.

Assist with the alteration, repair, or construction of articles and structures of wood, such as shelves, partitions, counters, doors, window frames, scaffolds, forms, roof repairs, and fences; assist with fitting doors, windows, sashes, and screens; replaces damaged ceiling tiles.

Use brush and/or roller to apply paint or other protective finishes to various surfaces, such as wood, metal, plaster, stucco, wallboard, and others; pick up and deliver equipment as directed; assist journey-level painters with striping playgrounds, parking lots and major painting projects.

Clean out storm drains and rain gutters; assist with the installation of water piping, tap water, and sewer mains and laterals; assist with repair and replacement of pipes, valves, fittings, ballcock, and other fixtures; assist with packing faucets, and wiping and flushing joints.

Install, maintain, and make minor repairs to light bulbs and other types of electrical lighting and power equipment such as replacing power cords, plugs, outlet covers, switch plates, light covers, light bulbs, etc.; assist journey-level electricians with major electrical projects.

Minor maintenance of heating and air conditioning equipment, including filter changes, coil cleaning, and installation and service of condensate lines.

Repair and patch concrete and asphalt; remove damaged asphalt and concrete; assist with setting forms, pouring, and finishing concrete.

Apply pesticides, aerosol insect bombs, and bait and set rodent traps in problem areas according to established procedures.

Operate a variety of hand and power tools used in maintenance and repair work, such as a sander, plane, jackhammer, auger, routers, saw, and other hand or power-operated tools and equipment; drive trucks, forklifts, and other District vehicles as assigned.

Utilize a high-pressure washer to remove graffiti and clean painted surfaces.

Research, order, receive, and maintain inventory of materials and equipment as needed.

Confer with school administrators and supervisor regarding needs.

Observe established health and safety regulations.

Assist other maintenance personnel as assigned.

Maintain and review work order database and update work order status.

Estimate labor, material, and equipment needed for assigned projects; monitor inventory levels of materials and equipment; research, order, receive, and maintain inventory of materials and equipment as needed.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Standard methods, techniques, materials, tools, and equipment used in maintenance, repair, and construction work, including materials and equipment used in floor care, carpet and tile installation, and repair.

Basic semiskilled trades (e.g., electrical, carpentry, plumbing, and welding).

Proper operation, maintenance, and repair of tools, equipment, and machinery used in the building trades.

Mathematical calculations.

Basic preventive maintenance principles and practices.

Requirements of maintaining buildings in a safe, clean, and orderly condition.

Appropriate health and safety precautions and procedures.

Oral and written communication skills.

Basic record-keeping techniques.

Proper lifting techniques.

Proper methods of storing equipment, materials, and supplies.

ABILITY TO:

Understand the electro-mechanical principles of a trade area at a level sufficient to identify problems and perform tasks safely and completely.

Install carpet, vinyl, and tile flooring.

Operate a variety of tools and equipment used in the skilled trade effectively and safely.

Read shop drawings, diagrams, and sketches.

Maintain various records related to work performed

Understand and follow oral and written instructions.

Perform maintenance and/or repair on carpet extraction machines, vacuums, buffers, and scrubbers.

Perform duties in a safe and efficient manner.

Operation and proper maintenance of tools, equipment, and machinery used in the building trades.

Basic preventive maintenance principles and practices.

Requirements of maintaining buildings in a safe, clean, and orderly condition.

Appropriate safety precautions and procedures.

Establish and maintain collaborative and effective working relationships with others.

Communicate effectively both orally and in writing.

Basic record-keeping techniques.

Proper lifting techniques.

Observe health and safety regulations and procedures.

Meet schedules and timelines.

Perform mathematical calculations with speed and accuracy.

Work independently with little or no direction.

EDUCATION AND EXPERIENCE:

Any combination equivalent to high school graduation or equivalent and one year performing a variety of maintenance work in one or more of the building maintenance trades.

LICENSES AND OTHER REQUIREMENTS:

Must possess a valid California driver's license and the ability to qualify, and maintain qualification, for District vehicle insurance coverage.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment with exposure to various weather conditions.
Regular exposure to fumes, dust, dirt, and oil/grease.
Driving a District vehicle to conduct work.
Working around students and staff.
Trade shops.
Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate specialized equipment and tools.
Hearing and speaking to exchange information.
Seeing to read and perform carpentry functions and view computer screens.
Regularly lift, push, pull, and/or carry heavy objects up to 50 pounds; occasionally lift, push, pull, and/or carry very heavy objects, with the use of hand trucks or other equipment, more than 100 pounds.
Reaching overhead, above the shoulders, and horizontally.
Bending at the waist, kneeling, or crouching.
Climbing ladders and working from heights.
Standing, walking, or sitting for extended periods of time.
Heavy physical labor.

HAZARDS:

Working around and with machinery having moving parts.
Working from heights.
Traffic hazards.

CLEARANCES:

Criminal Justice Fingerprint/Background
Tuberculosis
Pre-placement Physical and Drug Screen

JOB CLASS HISTORY

Approved: 09/93
Revised: 09/99; 12/13 (Ewing)
Revised: 05/24 (EH&A / MGT Consulting) / GB 10/08/24; PC 09/26/24