

CAJON VALLEY UNION SCHOOL DISTRICT

CLASS TITLE: MAINTENANCE SERVICES TECHNICIAN

BASIC FUNCTION:

Under the direction of the Director-Facilities, Maintenance and Operations, 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.

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 general supervision in support of projects in various building trades and repair of buildings, utilities and equipment. The General Maintenance Repair Mechanic classification is the *mid-range* position in the series. Incumbents work independently and perform a variety of semi- 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. Distinct from the Maintenance Service Technician and the General Maintenance Repair Mechanic, skilled journey-level trade classifications perform the full-range of skilled journey-level work in a specific trade area. All incumbents are expected to work independently and identify for themselves those problems that need referral to more skilled or supervisory personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

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; shampoo carpets, 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, and fences; assist with fitting doors, windows, sashes, and screens; replaces damaged ceiling tiles.

Use brush, 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, and 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 sander, plane, jackhammer, auger, routers, saw, and other hand or power operated tools and equipment; drive trucks, forklifts and other 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 regulation.

Assist other maintenance personnel as assigned.

OTHER DUTIES:

Perform related duties as assigned.

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.

Proper operation, maintenance and repair 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 health and safety precautions and procedures.

Oral and written communication skills.

Basic record-keeping techniques.

Proper lifting techniques.

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.

Utilize required hand and power tools and equipment safely and efficiently.

Create shop drawings and sketches.

Maintain records and prepare reports related to maintenance activities.

Understand and carry out oral and written directions.

Perform maintenance and/or repair on carpet shampooing machine, 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.

Work cooperatively with others.

Oral and written communication skills.

Basic record-keeping techniques.

Proper lifting techniques.

Observe health and safety regulations.

Meet schedules and time lines.

Maintain routine records.

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:

Valid California driver's license and the ability to maintain qualification for district vehicle insurance coverage.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.

Regular exposure to fumes, dust, dirt, oil/grease.

Driving a vehicle to conduct work.

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.

Lifting, carrying, pushing or pulling heavy objects up to 50 pounds, frequently lift and/or move up to 100 pounds, and occasionally lift and/or move more than 100 pounds as assigned by the position.

Reaching overhead, above the shoulders and horizontally.

Bending at the waist, kneeling or crouching.

Climbing ladders and working from heights.

Standing for extended periods of time.

HAZARDS:

Working around and with machinery having moving parts.
Working at heights.

CLEARANCES:

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