

DESERT COMMUNITY COLLEGE DISTRICT

MAINTENANCE WORKER

BASIC FUNCTION

Under the direction of the Assistant Director, Facilities Services, perform semi-skilled maintenance, repair and construction of facilities and equipment; perform semi-skilled to skilled work in one or more of the building maintenance trades; check, clean and repair fountains.

REPRESENTATIVE DUTIES

1. Perform unskilled to semi-skilled maintenance, repair and construction of District buildings and equipment in one or more of the building maintenance trades. ***E***
2. Check chemicals and containers, clean and repair fountains. ***E***
3. Perform a variety of duties including plumbing work, unclog sewers, repair water faucets and restroom fixtures. ***E***
4. Perform maintenance work in the repair and servicing of appliances, heating and ventilation systems. ***E***
5. Perform maintenance work in the minor repair and servicing of Facilities Services maintenance equipment, such as lawn mowers and golf carts. ***E***
6. Perform carpentry duties; repair and fix tables, chairs and furniture; build shelves; build bulletin boards; install white boards. ***E***
7. Assist in the construction, installation and maintenance of roofs, floors, windows, doors, locks and other building facilities; install and replace broken glass. ***E***
8. Install new motors, pumps, bearings, floats and belts. ***E***
9. Troubleshoot and conduct minor electrical repairs. ***E***
10. Weld and fabricate various metal panels, gates and fences. ***E***
11. Ensure that the handling, labeling, processing, storage, and disposal of hazardous and universal waste is conducted in compliance with all Federal, State, and County regulations. ***E***
12. Basic computer skills in MS Outlook, Excel and Word. Receive, complete, and close work orders electronically. ***E***
13. Operate a wide variety of hand and power tools and equipment including motor vehicles, grinder, jointer, bench sander, power hand tools, saws and various tools used in the maintenance trades. ***E***
14. Participate in the maintenance of vehicles as assigned. ***E***
15. Paint facilities, equipment and furniture; order and mix paint; perform touch-ups and paint sign.
16. Assemble and deliver furniture; deliver, set up, and pick up equipment for special events.
17. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of: Basic operations, tools, methods and materials used in building construction and maintenance work; basic carpentry, painting, plumbing, equipment, electrical work and shop practices; safe practices in the operation and care of equipment and tools; shop math applicable to the building trades; health and safety regulations and procedures.

Ability to: Perform semi-skilled maintenance, repair and construction of District buildings and equipment; perform semi-skilled work in one or more of the building maintenance trades; operate a variety of hand and power tools and equipment used in the repair and maintenance of District buildings and facilities; interact and work cooperatively with individuals from diverse cultures and backgrounds; understand and follow oral and written instructions; observe health and safety regulations; lift moderately heavy objects; bend at the waist, kneel or crouch; reach overhead, above the shoulders and horizontally; to perform heavy physical labor and lift and maneuver objects weighing 50 pounds unassisted and occasionally up to 100 pounds with assistance; perform work over rough or uneven surfaces; climb and descend ladders and work from heights; stand for extended periods of time; work in a wide range of temperatures and weather conditions.

EDUCATION AND EXPERIENCE

Any combination equivalent to: graduation from high school and two years of responsible experience in the general construction building trades.

LICENSES AND OTHER REQUIREMENTS

Valid California Class C driver's license. Must have an acceptable driving record and current vehicle insurance meeting the State of California requirements. Possess or obtain a California Class B driver's license as required.

WORKING CONDITIONS

Environment: Indoor, outdoor and shop environment in all weather conditions. Driving a vehicle to conduct work. Response to emergency situations as required.

Hazards: Working around and with machinery having moving parts. Exposure to chemicals solvents, cleaning solutions, refrigerants, and oils. Working at heights. Exposure to electrical power supply and high voltage.

EMPLOYMENT STATUS

Classified Bargaining Unit

E=Essential Functions

Range 12

Revised 6/11