

DESERT COMMUNITY COLLEGE DISTRICT

SKILLED MAINTENANCE WORKER ELECTRICAL, PLUMBING, MECHANICAL, CARPENTRY

BASIC FUNCTION

Under the direction of the Assistant Director, Facilities Services, perform journey-level and specialized skilled work in the various building and construction trades including, but not limited to electrical, plumbing, mechanical, and carpentry in order to maintain effective and efficient facilities in a condition of safety, neatness, and proper performance.

REPRESENTATIVE DUTIES

1. Perform a variety of highly specialized skilled functions involving plumbing, painting, carpentry, heating, electrical/electronic, masonry, metal work, glazing, tile work, roofing, flooring, welding, and/or mechanical work including mechanical maintenance work in the general installation, maintenance, alteration, and servicing of heating, ventilation, air conditioning, and refrigeration equipment and related equipment and facilities. ***E***
2. Repair, install, and maintain electrical/electronic equipment, motors, lighting circuits, , and other types of electric lighting and power equipment. ***E***
3. Perform general plumbing repairs including installation and repair of fixtures, faucets, fountains, valves, toilets, and disposals; unclogs sewer lines, repairs and replaces pipes. ***E***
4. Perform general maintenance and repair on well pumps, controls, and related manifolds.
5. Perform electrical/electronic and mechanical tests on refrigeration units, air conditioning systems and thermostats. ***E***
6. Inspect boiler controls, valves, switches, and water levels. ***E***
7. Make emergency repairs and adjustments to equipment, apparatus and district buildings. ***E***
8. Observe proper safety and health regulations and practices. Follow District policies and procedures. ***E***
9. Perform routine oiling, adjusting, cleaning, and monitoring of a variety of motorized and mechanical equipment. ***E***
10. Perform carpentry projects including the installation of paneling, windows, doors, partitions, tile floors, electric. ***E***
11. Apply finishes to various surfaces such as wood, metal, glass, plaster, stucco, wall board, brick, and cement. ***E***
12. Schedule and conduct preventive maintenance inspections on all types of assigned equipment within the District. ***E***
13. Gather information and prepare reports; provide cost estimates for assigned projects to include time, labor, parts, supplies, and equipment upon request. ***E***
14. Establish and maintain effective relationships with individuals contacted in the performance of duties including administrators, staff, the public, vendors, contractors, and consultants. ***E***
15. Ensure that the handling, storage and disposal of hazardous and universal waste are conducted in compliance with all Federal, State, and County regulations. ***E***
16. Install, troubleshoot, repair, and perform maintenance of HVAC systems and equipment. Perform preventive maintenance on equipment such as replacing HVAC filters, adjusting and servicing motors and belts.
17. Assist the district with design, installation, and acceptance of planned or newly acquired facilities.
18. Recommend topics for in-service training and participate in training as required.
19. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of: Methods, practices, equipment, and materials used to perform skilled work in various building and construction trades including but not limited to; plumbing, carpentry, painting, electrical/electronic, locksmith, HVAC, fire, energy, framing and hardware, roofing, glazing and tile work and mechanical repair; building construction practices, laws and safety rules related to the construction and repair of public school buildings; plumbing, carpentry, painting, locksmith, mechanical, framing and hardware, roofing, glazing and tile work, HVAC maintenance and repair; electric installation and repair; troubleshooting and repair of fire and energy management systems; diagrams used in installation and repair of electrical/electronic and plumbing fixtures; air conditioning and heating ventilation; lighting, carpentry, painting, locksmith, mechanical; fire; electrical, plumbing, carpentry, and painting tools, equipment, supplies, their care and use; computerized systems that are related to maintenance, both software and hardware.

Ability to: Perform highly specialized skilled work safely and proficiently using a variety of hand tools and power equipment associated with building repair, maintenance, construction, installation, repair, trouble shooting and maintenance; estimate the scope and costs of work assignments and to secure the necessary tools and materials to complete each assignment; quickly and effectively diagnose maintenance and repair problems, and take appropriate action for resolution; prepare, read, and interpret schematics, blueprints, and sketches accurately; safely drive and operate a variety of vehicles and equipment used in maintenance trades; use the computer in the process of ordering, tracking, and inventory of maintenance supplies and materials; interact and work cooperatively with individuals from diverse cultures and backgrounds; understand and follow oral and written instructions; observe health and safety regulations; train and instruct others in the proper care and use of maintenance related equipment; with chemical agents, including various types of paint, varnish, shellac and thinners, in a safe and efficient manner without allergic reaction; perform heavy physical labor; perform work over rough or uneven surfaces; climb and descend ladders and work from heights; stand for extended periods of time; to perform heavy physical labor and lift and maneuver objects weighing 50 pounds unassisted and occasionally up to 100 pounds with assistance; push and pull heavy equipment; bend at the waist, kneel or crouch; reach overhead, above the shoulders and horizontally; work in a wide range of temperatures and weather conditions.

EDUCATION AND EXPERIENCE

Any combination equivalent to: graduation from high school supplemented by courses and/or apprenticeship programs culminating in a certification from an accredited institution and six (6) years of experience in general construction and maintenance work, including extensive knowledge of three (3) skilled maintenance trades and a general working knowledge of two (2) other trades utilized by the District.

A minimum of 10 years experience in educational facilities construction or maintenance specializing in (2) two or more of the following areas; plumbing, carpentry, painting, electrical/electronic, locksmith, mechanical, HVAC* fire, framing, hardware, roofing, glazing, and tile work may be considered the equivalent to a certificate.

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. Must qualify for insurability by the district's insurance carrier. Possess or ability to obtain a California Class B drivers license. *Refrigeration Certification as required by EPA.

WORKING CONDITIONS

Skilled Maintenance Worker/Electrical, Plumbing, Mechanical, Carpentry- Continued Page 3

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. Exposure to electrical power supply and high voltage. Working at heights.

EMPLOYMENT STATUS

Classified Bargaining Unit

E=Essential Functions

Range 14

Approved 6/11