MAINTENANCE WORKER I/II

DEFINITION

Under general supervision, learns and performs semi-skilled and craft work in the maintenance and repair of College buildings, facilities, vehicles and related equipment; performs related duties as required or assigned.

CLASS CHARACTERISTICS

Maintenance Worker I is the entry level class in this semi-skilled series. Initially under supervision, incumbents learn and perform a variety of duties in the maintenance and repair of a wide variety of equipment, buildings and facilities. This class is alternately staffed with Maintenance Worker II, and incumbents may advance to the higher level after gaining experience and demonstrating proficiency which meet the qualifications of the higher level class.

Maintenance Worker II is the experienced class in this series. While not fully functioning at the journey trade level of a Maintenance Technician classifications, incumbents perform varied support work in many of the trade areas, either independently or as a member of a crew.

EXAMPLES OF DUTIES (Illustrative Only)

- Performs a wide variety of carpentry, plumbing, electrical, painting, HVAC, vehicle maintenance, and related maintenance work
- Makes repairs to buildings and structures
- Performs maintenance to ensure facilities are kept in good operating order
- Installs, repairs and builds partitions, shelves, counters, railings, fences, walls, and other general carpentry duties
- Repairs, maintains and installs a variety of electrical systems and equipment, including wires, computer cables, switches, outlets, lights, etc.
- Installs, maintains, repairs and adjusts heating and ventilation systems
- Installs, maintains and repairs plumbing fixtures
- Repairs leaks and stoppages
- Installs, maintains, repairs and adjusts campus lock systems
- Performs maintenance painting
- Performs service and basic mechanical repair work for gasoline and diesel-powered vehicles
- Lubricates vehicles, changes oil, filters and tires and performs safety checks
- Fuels and washes vehicles
- Does necessary preparation and clean up work
- Builds forms and installs and repairs masonry including concrete
- Operates and maintains a wide variety of hand and power tools and equipment used in the building trades, including welding equipment
- Operates trucks and power equipment
- Performs heavy physical labor as needed
- Adheres to safety practices and regulations and protects the safety of employees and the public who may be in or near the work site
- Maintains records of work performed, using an on-line or personal computer system
- Reads and interprets plans, schematics, specifications and blueprints
EXAMPLES OF DUTIES (continued)

- Assists in other maintenance activities as assigned
- Loads, unloads and sets up furniture, equipment and materials as assigned
- Performs related duties as required/assigned

QUALIFICATIONS

NOTE: The level and scope of the knowledge and skills listed below are related to job duties as defined under Class Characteristics.

Knowledge of:

- Techniques, methods and materials used in semi-skilled building, facilities, equipment and vehicle maintenance and repair
- Safe work methods and safety precautions related to the work
- Operation and maintenance of a wide variety of equipment and hand and power tools used in the work
- Applicable codes and regulations
- Shop mathematics

Skill in:

- Performing semi-skilled facilities and equipment maintenance work
- Operating tools used in electrical, carpentry, plumbing, painting, HVAC and related building trades
- Exercising judgment and initiative without close supervision
- Preparing basic records and reports, using an on-line or personal computer
- Reading and interpreting manuals, specifications, drawings, plans and blueprints
- Understanding and following oral and written instructions
- Establishing and maintaining effective working relationships with those contacted in the course of the work

Other Requirements:

- Must possess a valid California driver's license; may require a class B license
- Must possess sufficient strength and stamina to perform heavy physical labor and to lift and maneuver objects weighing up to 100 pounds, with assistance
- Must be willing to respond to emergencies in off-hours as necessary
- Must be willing to work outdoors in all weather conditions
- Must be willing to work with exposure to unpleasant and potentially hazardous substances, using proper safety equipment and procedures
Education and Experience:

A typical way of gaining the knowledge and skills outlined above is:

**Maintenance Worker I**: Equivalent to graduation from high school and two years of work experience in facility construction and maintenance work or custodial work which has provided a basic knowledge and skills in general building maintenance work.

**Maintenance Worker II**: In addition to the above, one year of work experience in building maintenance work at a level equivalent to the College's Maintenance Maintenance Worker I class.