SENIOR MAINTENANCE WORKER

DEFINITION

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

CLASS CHARACTERISTICS

Senior Maintenance Worker is the advanced level of the Maintenance Worker series and is characterized by increased and higher level of responsibility, independence and decision-making in performing semi-skilled and skilled work. Incumbents in this class perform both semi-skilled and skilled work. Incumbents in this class perform a greater variety of work assignments than those normally assigned to maintenance journey level classes. It differs from the Maintenance Worker I/II classification which learns and performs semi-skilled and craft work.

The Senior Maintenance Worker is distinguished from the Maintenance Technician classifications in that the latter is a journey level class and has journey level trade experience in one or more of the following trades: carpentry, painting, plumbing, electrical and/or heating ventilation and air conditioning (HVAC).

EXAMPLES OF DUTIES (Illustrative Only)

- Performs a variety of skilled and semi-skilled carpentry, plumbing, electrical, painting, HVAC, vehicle maintenance, welding and related maintenance work
- Repairs, maintains and installs a variety of electrical systems and equipment, including lines, computer cables, switches, outlets, lights, etc.
- Replaces light bulbs
- Installs, maintains and repairs plumbing fixtures
- Repairs leaks and stoppages to toilets, fountains and drains
- Operates and maintains a variety of hand and power tools and equipment used in the building trades, including welding equipment
- Joins, fabricates, and repairs metal and other weldable material
- Adheres to safety practices and uses appropriate safety equipment and devices
- Protects the safety of employees and the public who may be in or near the work site
- Inventories materials and supplies, orders and purchases supplies
- Maintains records of work performed, using an on-line or personal computer system
- Reads and interprets plans, schematics, specifications and blueprints and ensures conformity with codes and safety regulations
- Performs maintenance to ensure facilities are kept in good operating order
- Makes repairs to buildings and structures
- Performs maintenance painting
- Installs, repairs and builds partitions, shelves, counters, railings, fences, walls, and other general carpentry duties
- Installs, maintains, repairs and adjusts heating and ventilation systems
- Performs service and basic mechanical repair work for gasoline and diesel-powered vehicles
- Lubricates vehicles, changes oil, filters and tires and performs safety checks operates, fuels and washes vehicles
- Builds forms and installs and repairs masonry including concrete
- Assists in other maintenance activities as assigned
EXAMPLES OF DUTIES (continued)

- Works with other skilled trade persons
- Performs heavy physical labor, necessary preparation and clean up work
- May direct the work of less experienced maintenance workers and may train others in proper and safe work methods and procedures
- Performs related duties as required or 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 skilled building, facilities, equipment and vehicle maintenance and repair
- Safe work methods and safety regulations related to the work
- Operation and maintenance of a wide variety of equipment and hand and power tools used in the work, including appropriate welding techniques
- Applicable codes and regulations
- Shop mathematics

Skill in:

- Performing skilled facilities and equipment maintenance and repair work as described in examples of duties
- Operating tools used in electrical, welding, carpentry, plumbing, painting, HVAC and related building trades
- Exercising sound 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
QUALIFICATIONS (continued)

Education and Experience:

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

Equivalent to graduation from high school and three years of work experience in building maintenance work in facility construction and maintenance work which has provided the knowledge and skills in general building maintenance work. College or trade school coursework in one or more of the trade specialties is required.

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