

JOB DESCRIPTION

PERRIS SCHOOL DISTRICT

MAINTENANCE SPECIALIST

PRIMARY FUNCTIONS AND RESPONSIBILITIES

To perform skilled work in the maintenance and repair of District buildings, facilities and equipment; maintaining facilities in safe operating condition, maintaining a preventive maintenance program; documenting information; and resolving immediate safety concerns. Employees in this classification receive direct supervision from the Superintendent, or designee within a framework of standard policies and procedures. This job classification performs skilled work in the maintenance and repair of District buildings, facilities and equipment, including general electrical, plumbing and carpentry work on buildings, equipment and furnishings. This job performs journey level duties in several areas of the building trade.

DISTINGUISHING CHARACTERISTICS

The Maintenance Specialist will be assigned a variety of tasks in the building trade. Work requires the use of journey level tools and the ability to perform operations in several of the crafts. Incumbents are expected to work independently, may serve in a lead capacity and may be responsible for specific shop area(s). The incumbent assigned to this class is further distinguished by assignment to heating, ventilation, air conditioning, support work, including but not limited to, the routine changing of filters for air conditioning units and minor repairs as directed.

ESSENTIAL JOB FUNCTIONS

- Repairs electrical systems, HVAC, plumbing, carpentry, welding, locks, etc. for the purpose of maintaining facilities in safe and working condition.
- Installs fencing, cabinetry, variety of systems/equipment, etc. for the purpose of maintaining facilities and equipment in safe operating condition.
- Directs general maintenance, utility workers for the purpose of ensuring work is completed safely and accurately and in a timely manner.
- Inspects playground equipment, roof drainage, vehicles, etc. for the purpose of maintaining a preventive maintenance program.

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- Records a variety of activities e.g. cost estimates for the purpose of documenting information.
- Responds to emergency situations e.g. broken plumbing, damaged playground equipment, roof leaks, etc. for the purpose of resolving immediate safety concerns.
- Orders equipment, tools, supplies, for the purpose of ensuring adequate materials are available to complete assignments in a timely manner.
- Assists in preventive maintenance inspections on all types of heating, refrigeration, and air conditioning equipment.
- Assists in the repair and maintenance of compressors, pumps, tubing, relays, switches, valves, fans, motors, gaskets, filters and belts.
- Assists in making pipe connections and electrical repairs.
- Assists in lubrication, adjustment, and installation of various electronic and pneumatic switches, gauges, valves, thermostats, etc.
- Repairs, installs and maintains electrical equipment, motors, lighting circuits and other types of electric lighting and power equipment.
- Performs general plumbing repairs including installation and repair of fixtures, faucets, fountains, valves, toilets and disposals. Unclogs and installs sewer lines including digging and covering of holes in sewer lines.
- Makes emergency repairs and adjustments to plumbing equipment and apparatus in District buildings.
- Inspects boiler controls, valves, switches and water levels.
- Checks ventilating systems to insure proper heat and air flow and assists in preventive maintenance.
- Welds pipes, metal framing, structures and metal parts.
- Mixes, pours and finishes concrete.
- Performs routine oiling, adjusting, cleaning, and monitoring of a variety of motorized and mechanical equipment.
- Performs carpentry projects including the installation of paneling, windows, doors, partitions and tile floors.
- Operates hand and power tools necessary to perform the duties assigned.
- Prepares schedules, records and reports as required.
- Provides cost estimates for assigned projects to include time, labor, parts, supplies and equipment upon request.
- Delivers maintenance material and moves furniture as assigned.
- Performs gardening duties such as planting, watering, trimming and weeding as assigned.

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- May serve in a lead capacity on designated projects and/or supervise other employees.
- Performs other related duties as required.

OTHER JOB FUNCTIONS:

- Assists other skilled crafts for the purpose of supporting their work assignments.
- Requests quotations for the purpose of providing cost information, purchasing and securing items.
- Design systems/projects for the purpose of implementing new systems.
- Coordinates with District staff and other trades for the purpose of completing projects/work orders efficiently.

QUALIFICATIONS

Knowledge Of:

- Methods, practices, equipment and materials used and the ability to perform skilled work in various building and construction trades including plumbing, carpentry, painting, electrical, concrete and mechanical repair.
- Building construction practices, laws and safety rules related to the construction and repair of public school buildings.
- Methods and practices followed in the maintenance and repair of tools, machinery and equipment.

Ability To:

- Stand for extended periods.
- Understand and carry out oral and written instructions.
- Establish priorities.
- Work independently with minimal supervision.
- Operate hand and power tools used in crafts associated with building repair, maintenance, construction, gardening and grounds work.
- 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 to resolve same.

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- Read and interpret plans, blueprints and/or schematics accurately.
- Perform mathematical calculations using addition, subtraction, multiplication and division.
- Work safely and effectively on scaffolding, rigging, and roofs of varying heights.
- Maintain work schedules in performing tasks.
- Meet the physical requirements of the job to safely and effectively perform the required duties.
Establish and maintain effective working relationships with those contacted in the performance of required duties.

Significant physical abilities include: lifting/carrying/pulling/pushing, fingering, feeling, talking and hearing ordinary conversations, near visual acuity/depth perception. Lift, carry, push, and pull objects/ weights up to 75 pounds and carry objects on a regular basis up to 25 pounds.

TRAINING AND EXPERIENCE

Equivalent to completion of the twelfth (12th) grade; three (3) years of experience in general construction and maintenance work, including extensive knowledge of one (1) skilled maintenance trade and general working knowledge of two (2) other trades utilized by the District; or any combination of training and experience that could likely provide the desired knowledge and abilities. Proficiency and knowledge in all trades (plumbing, carpentry, electrical, HVAC).

Licenses, Certifications, Bonding, and/or Testing Required:

Possession of a valid California Driver's License and evidence of insurability, pass comprehensive physical examination, TB Test clearance, Criminal Justice Fingerprint clearance.