

SANTA PAULA UNIFIED SCHOOL DISTRICT

CLASS TITLE: SKILLED MAINTENANCE WORKER II

BASIC FUNCTION:

Under the direction of the Director of Maintenance and Operations, perform a variety of journey- level work required to maintain, modify and repair heating, ventilation, air conditioning (HVAC) and refrigeration equipment, such as forced air furnaces, exhaust fans, pumps, air conditioners, refrigerators, freezers, kitchen equipment and a variety of building maintenance trades.

DISTINGUISHING CHARACTERISTICS:

Skilled Maintenance Worker I performs general facilities maintenance. Skilled Maintenance Worker II requires knowledge of and certification for HVAC and more advanced knowledge of and skills related to facilities maintenance.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Inspect, repair and maintain various types of heating, ventilation, air conditioning and refrigeration equipment, such as heating units, furnaces, blowers, exhaust fans, air compressors, motors, vacuum pumps, refrigeration systems, air conditioning systems, kitchen equipment, ventilation systems and other related equipment. Assist other maintenance personnel with daily work assignments as directed.

Perform preventive maintenance and repair on ventilation and heating equipment, including blowers, heating units, heat pumps, exhaust fans, motors, vacuum pumps, water pumps, chemical injection, sump pumps and related equipment; replace filters and belts.

Perform preventive maintenance and repair to a variety of kitchen equipment, including freezers, refrigerators, forced air and convection ovens, stoves, ice machines and others.

Perform maintenance and repair of District buildings, facilities and equipment in a wide variety of the building trades including electrical, plumbing, carpentry, glazing, locksmithing, painting and others.

Perform troubleshooting and repair to electrical fixtures, equipment, systems and other installations; replace light fixtures, ballasts, switches, fuses, circuit breakers, conduits and other electrical accessories.

Replace and repair water, sewer and other plumbing fixtures and irrigation systems according to established procedures; repair and maintain valves, faucets and fixtures; repair main water lines; clean out drains and remove obstructions in water and sewer lines.

Perform a variety of carpentry work; frame walls, build counters and window frames; install doors, cabinets and bookcases; lay and repair floors and tile.

Install, maintain and repair meters, bells, clocks and other electronic equipment.

Prepare and maintain records related to work orders, materials and assigned activities.

Organize and lay out maintenance, repair, installation and construction tasks; interpret plans, diagrams, blue prints, sketches and specifications; estimate time, material and equipment requirements for assigned projects.

Operate and maintain a variety of hand and power tools and equipment such as drills, saws, presses, grinders and pallet jacks.

Monitor inventory levels of maintenance supplies and equipment; order, receive and maintain appropriate inventory levels of supplies and equipment.

Communicate with personnel and various outside agencies to exchange information, coordinate activities and resolve issues or concerns based on supervisor direction.

Maintain various records related to safety, expenses, work orders, project status and assigned activities.

Perform preventive maintenance on equipment and utilities including replacing and servicing parts and components.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Advanced level methods, materials, tools, terminology and equipment used in the building maintenance trades including electrical work, carpentry, plumbing and painting.

Proper methods, materials, tools and equipment used in the maintenance and repair of ventilation and heating equipment (HVAC).

Applicable building codes, ordinances, policies, regulations, guidelines, fire regulations, safety precautions, and health and safety regulations and procedures, including those pertaining to typical school district ventilation and heating systems.

Section 608 of the Federal Clean Air Act and related EPA regulations.

Requirements of maintaining buildings, equipment and facilities in good repair, including preventive maintenance principles and practices.

Proper methods of storing equipment, chemicals, materials and supplies.

Operation and use of a wide variety of hand and power tools and equipment.

Shop math applicable to the building trades.

Technical aspects of the building maintenance trades.

Record-keeping techniques.

Oral and written communication skills.

Proper lifting techniques.

ABILITY TO:

Perform a variety of advanced level activities in the maintenance and repair of facilities, utilities and equipment including tasks in carpentry, electrical work, HVAC, construction, plumbing and painting.

Operate a wide variety of hand and power tools and equipment related to the building trades.

Receive, prioritize and respond to work orders in a timely and efficient manner.

Organize and lay out work.

Inspect, diagnose, maintain, repair or replace a variety of parts and equipment.

Work from sketches, diagrams, blueprints, plans and specifications.

Work independently with little direction.

Estimate material and supply needs.

Observe health and safety regulations.

Maintain records related to work performed.

Apply and explain applicable building codes, ordinances, policies, regulations, guidelines, fire regulations and safety precautions.

Understand and follow written and oral instructions.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Perform heavy physical labor.

EDUCATION AND EXPERIENCE:

Graduation from high school or its equivalent supplemented by training or experience to demonstrate advanced experience in heating or ventilation/air conditioning and one or more of the building maintenance trades and at least three years of experience in the maintenance trades.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license and an acceptable driving record to qualify for insurability by the District's insurance carrier.

Appropriate Section 608 licensing by the Environmental Protection Agency.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.

Regular exposure to fumes, dust, dirt, oil/grease.

Seasonal heat and cold or adverse weather conditions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of tools and equipment.

Hearing and speaking to exchange information.

Ability to see to perform maintenance duties.

Lifting, carrying, pushing or pulling heavy objects as assigned by the position.

Reaching overhead, above the shoulders and horizontally.

Bending at the waist, stooping, kneeling or crouching.

Climbing ladders and working from heights.

Standing for extended periods of time.

HAZARDS:

Working around and with machinery having moving parts.

Working at heights.

Power saws and flying debris or nails.

Exposure to fumes from paints and solvents.

Electrical power supply and high voltage.

Working in a cramped or restrictive work chamber.

Working at heights on ladders or scaffolding.

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