



CLC MAINTENANCE TECHNICIAN

Reports to: Facilities Manager

Dept: Facilities

Range: 23

FLSA: Nonexempt

EEO: Service and Maintenance

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.

BASIC FUNCTION:

Under general supervision, oversee and perform maintenance and custodial services for the Community Learning Center (CLC) and related offsite classrooms; perform semi-skilled work in various building trades required to assist with the repair and maintenance of district buildings and facilities; perform event setup and cleanup; perform basic warehousing operations; and perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

A CLC Maintenance Technician is distinguished from other custodial and maintenance positions in that an incumbent in the former class oversees the contracted custodial services and independently performs semi-skilled general building maintenance work related to electrical, plumbing, masonry, locksmithing, carpentry and painting for the CLC.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Coordinate and inspect the work of contractors engaged in custodial services at the CLC; inspect the cleanliness of facilities and coordinate or perform additional cleaning; plan, schedule and coordinate major custodial projects with vendors; perform restroom restocking and services as scheduled or needed.
2. Maintain safe facilities; respond to water leaks, broken glass, gas leaks, fire and other hazards; unlock and lock doors and gates on a routine basis; use or operate a variety of hand, power and shop tools or equipment to perform minor carpentry, window glazing, mechanical, masonry, concrete and minor electrical repairs.
3. Install, maintain, diagnose, repair and/or replace plumbing fixtures and flushing mechanisms, ballasts, water faucets, valves and seals, drinking fountains, fittings and gaskets; utilize appropriate tools to clean and clear clogged drains and obstructed sewer lines.

4. Prepare and paint a variety of surfaces; maintain, repair or replace locks and associated security hardware; maintain and make minor adjustments or repairs to air conditioning, heating and refrigeration units; perform masonry, concrete and asphalt repair.
5. Inspect and repair roof leaks; clear gutters and downspouts; install flashing, weather striping, gutters, downspouts and roof drains.
6. Manage setup schedule for community room; meet with administration, faculty and staff to plan and coordinate setup and teardown of facility for special functions and events; move and arrange furniture and equipment; stack and secure outdoor furniture.
7. Make emergency clean-ups in classrooms.
8. Order and procure parts, materials, equipment and supplies as needed to accomplish day-to-day operations and assignments; forward all invoices, receipts and other associated documents to the Facilities Manager.
9. Receive shipments and deliveries for the CLC including books and instructional/office supplies; check and verify delivered items received against packing slips and purchase orders; research and resolve discrepancies or refer to Facilities Manager for further action.
10. Make oral and written reports for work performed; complete and submit work orders and timesheets; attend meetings; participate in safety training.

OTHER DUTIES:

1. Set, reset and monitor security alarm systems and respond to emergency situations according to established procedures; open and close classrooms as needed.
2. Provide lead-level work direction to assigned student workers including training, scheduling and work inspection.
3. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

1. Requirements of sanitizing, maintaining and cleaning school buildings and facilities in a healthy and safe manner.
2. Proper mixing and diluting of cleansers, disinfectants and cleaning agents.
3. Routine maintenance/repair methods, materials, tools and equipment to assist in maintaining CLC facilities and infrastructure.
4. Operation of hand and power tools and ground equipment common to several maintenance and repair trades.
5. Master lock systems.

6. Safety hazards and necessary safety precautions/policies sufficient to establish a safe work environment for self and others.
7. Shop mathematics.
8. Written and oral communication skills including correct English usage, grammar, spelling, punctuation and vocabulary.
9. Uses and operations of computers, standard business software and specialized database and spreadsheet applications.
10. Basic recordkeeping techniques.
11. District organization, functions, rules, policies and procedures applicable to assigned areas of responsibility.

ABILITY TO:

1. Work independently with limited supervision.
2. Maintain a clean, safe and visually pleasing campus environment.
3. Coordinate and inspect contracted custodial work.
4. Operate and maintain tools/equipment used in custodial work.
5. Perform semi-skilled building maintenance and repair work applicable to the building trades including plumbing, electrical, carpentry and related areas.
6. Operate and maintain specialized tools used in HVAC, electrical, carpentry, plumbing and related building trades in a safe and efficient manner.
7. Prepare and maintain basic records accurately.
8. Operate a computer related to area of assignment.
9. Communicate effectively, both orally and in writing.
10. Understand and follow written and oral instructions.
11. Establish and maintain effective working relationships with all those encountered in the course of work.

EDUCATION AND EXPERIENCE:

Graduation from high school or GED equivalent, and three years of custodial, building trades and grounds maintenance experience performing semi-skilled work in one of the building trades; or an equivalent combination of training and experience.

LICENSES AND OTHER REQUIREMENTS:

A valid California driver's license and the ability to maintain insurability under the district's vehicle insurance program.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

None

CONTACTS:

District administrators, faculty, staff, students and the general public.

PHYSICAL EFFORT:

The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Heavy physical labor with constant standing and walking for extended periods; walking over rough or uneven surfaces; frequent pushing, pulling, lifting and carrying of heavy objects weighing up to 75 pounds; frequent bending, stooping and kneeling; repetitive use of upper extremities on a regular basis; manual dexterity to operate motorized equipment and vehicles in a safe manner; ability to operate an electric cart to pick up/deliver supplies to campus locations; ability to travel to various locations on and off campus as needed to conduct district business.

EMOTIONAL EFFORT:

Ability to develop and maintain effective working relationships involving interactions and communications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to effectively work alone or as a crew member; ability to work effectively under pressure on a variety of tasks concurrently while meeting established deadlines and changing priorities.

WORKING CONDITIONS:

Primarily an indoor environment with limited exposure to inclement weather during travel to and from assigned work areas; work while wearing personal protection equipment; exposure to fumes from commercial cleaning products and noise from vacuums and other cleaning equipment; occasional exposure to toxic or caustic chemicals and biological hazards including bodily fluids; frequent exposure to loud or prolonged noise from equipment; may be required to work at any district location during day and/or evening hours including weekends and/or holidays on an as-needed basis.