

San Diego County Office of Education
Personnel Commission

SKILLED MAINTENANCE WORKER

<u>Definition:</u>	Under the general supervision of the Maintenance and Operations Supervisor or Program Director, perform a variety of general building maintenance and occasional construction tasks ranging in complexity from unskilled to skilled, and related to a diversity of trades, including carpentry, plumbing, electrical, HVAC, and painting; maintains facilities in safe condition.
<u>Typical Tasks:</u>	Maintain, diagnose and repair problems with electrical systems including 110- and 220-volt services, light fixtures, switches, fuses, outlets, receptacles, and plugs; remodel interior office space involving the removal, reconfiguration, and installation of walls, partitions, lighting, electrical outlets, and computer cabling; maintain, diagnosis and repair problems with rooftop heating and ventilation units, including motors and fan blowers; re-duct heating, ventilation, and air conditioning systems; calibrate thermostats; maintain, diagnose and repair problems with plumbing fixtures, including flushing mechanisms, sprinkler systems, water faucets, valves, drinking fountains, fittings, and gaskets; clear obstructed drains and sewer lines; remove and replace glass windows; frame stud walls and install dry wall; construct and install shelving, risers, and cabinets; retrofit exterior wood door jambs, and install new doors and associated hardware, including locks and hinges; install or remove and replace carpet tiles and baseboards; repair, replace or install asphalt composition or rockover roofing; repair stucco on exterior walls; patch concrete; perform a variety of unskilled maintenance and repair tasks such as replacing fluorescent light bulbs and resetting wall clocks; performs related duties as required.
<u>Minimum Qualifications:</u>	Knowledge of: proper methods, materials, tools, and equipment used in the repair and maintenance of buildings; appropriate safety precautions and procedures. Ability to: perform a variety of building maintenance tasks ranging in complexity from unskilled to skilled; use hand and power tools properly and safely; analyze maintenance problems, and devise and implement appropriate, effective solutions; understand and follow oral and written instructions; communicate orally; maintain routine records; organize work; meet schedules and timelines for completion of work; establish and maintain cooperative relationships with those contacted in the course of work; read and interpret working drawings, blue prints, and plans; work independently.
<u>Working Conditions and Physical Abilities:</u>	Indoor and outdoor work environment. Must be able to hear and speak to exchange information; see to perform assigned duties; lift, carry, push and pull tools, materials, equipment and furniture weighing up to 75 lbs.; climb ladders and work on rooftops and high locations; crawl into attics and tight spaces; bend, squat, kneel, stretch, twist and work in confined and/or high areas.
<u>Experience and Education:</u>	Any combination of training and experience which clearly demonstrates possession of the knowledge and abilities detailed above. Typical qualifying experience would include: a minimum of two (2) years of experience involving the maintenance and repair of structures, utilities, plumbing, water and electrical systems. Experience must include the performance of construction tasks. Note: grounds maintenance, janitorial or custodial experience is not qualifying.

Established: 2/92
Revised: 5/98, 6/05

Approved by the Personnel Commission: February 11, 1992