PALOMAR COMMUNITY COLLEGE DISTRICT

MASONRY AND CONCRETE SKILLED MAINTENANCE MECHANIC

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 within the job.

DEFINITION

To grade, form, and pour concrete flat work, stairs, footings, handicap ramps and foundations; to ensure concrete areas meet Americans with Disabilities Act (ADA) standards; to repair or replace concrete safety hazards; to build brick walls; and to perform preventive maintenance and repairs on District carts and grounds maintenance equipment.

DISTINGUISHING CHARACTERISTICS

Receives direction from the Supervisor, Grounds Services.

Provides functional and technical leadership to classified, short-term, and student employees.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Pour and place concrete on sidewalks, patios, building pads and stairs; prepare area for safe working conditions, setting up cones and tape; remove dirt and place base material; set forms, grade, place and tie rebar; measure and order concrete and ensure that concrete drains correctly.

2. Lay out and build masonry walls; prepare areas for safe working conditions; design footing to appropriate codes including ADA requirements; place and tie rebar; measure for concrete and order materials as needed.

3. Operate a variety of District vehicles, heavy construction, power, and hand tools and equipment in a safe and effective manner, including tractors, bobcats, backhoes, trenchers, dump trucks, and rollers.

4. Perform preventive maintenance and repair equipment; inspect, diagnose, locate and repair mechanical defects in gas, diesel, and electric motors; maintain inventory and records on work performed; operate a computer and supporting software applications for maintaining records on maintenance performed on all equipment.

5. Maintain shop area, equipment and tools; maintain required safety equipment and ensure proper signage and safety guards are in place on equipment and machinery.

6. Perform skilled frame carpenter work for campus buildings and room additions as assigned; lay out framing, frame offices, shops, build shelves, doors and perform repairs.

7. Prepare itemized construction material lists.

8. Perform minor welding and soldering tasks.

9. Erect metal buildings and sheds; plan and install chain link, wood and other types of fences.
80. Train lower-level personnel in the safe operation of equipment.

Marginal Functions:
1. May supervise part-time and student staff.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:
1. Principles and procedures of construction.
2. Codes and regulations involving concrete and masonry work.
3. Tools, equipment and procedures used in the overhaul, repair and adjustment of electric, gas and diesel powered equipment and carts.
4. Operation and maintenance of heavy construction equipment and power tools.
5. Methods and techniques of welding and soldering.
6. Modern office procedures, methods and equipment including computers.
7. Principles and procedures of recordkeeping.
8. Occupational hazards and standard safety practices.
10. Regulations and applicable laws regarding the use and disposal of various hazardous materials.

Ability to:
1. Pour and place concrete on sidewalks, patios, building pads and stairs in accordance with all applicable codes and regulations.
2. Lay out and build masonry walls according to appropriate codes and regulations.
3. Accurately determine mechanical repair needs.
4. Perform mechanical work including the troubleshooting of equipment for both major and minor repairs.
5. Operate a variety of District vehicles, equipment, and tools with safely and effectively.
6. Maintain a variety of shop and repair records.
7. Operate office equipment including computers and supporting programs and applications.
8. Work independently in the absence of supervision.
9. Train lower-level staff in the safe, proper use of various equipment and tools.
10. Communicate clearly and concisely, both orally and in writing.
11. Establish and maintain effective working relationships with those contacted in the course of work.
12. Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:
Four years of increasingly responsible experience involving a full range of concrete application, masonry, and skilled mechanical maintenance and repair work.

Training:
Equivalent to the completion of the twelfth grade supplemented by training in concrete application, masonry, and skilled mechanical maintenance and repair or a related field.
License or Certificate

Possession of, or ability to obtain, an appropriate, valid driver's license.

WORKING CONDITIONS

Environmental Conditions:

Outdoor and shop environment; exposure to heat, cold, noise, dust, grease, smoke, fumes, gases; electrical energy, radiant energy; moving objects/vehicles; work around heavy construction equipment.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking or standing for prolonged periods of time; heavy, moderate and light lifting and carrying; bending, stooping, kneeling; operating motorized equipment and vehicles.

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