PALOMAR COMMUNITY COLLEGE DISTRICT

SKILLED MAINTENANCE TECHNICIAN

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 perform a variety of skilled work in the maintenance, repair, alteration and construction of District buildings, facilities, parking lots and fixtures; to assist in carpentry, plumbing and building maintenance work; and to perform a variety of tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Supervisor, Building Services.

ESSENTIAL FUNCTION STATEMENTS

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

1. Perform a variety of skilled work in the installation, adjustment, repair, inspection and maintenance of plumbing fixtures including sinks, toilets, faucets and pipes.
2. Troubleshoot and repair dripping faucets, drinking fountains, faulty water valves and urinal valves; clear obstructions from water and sewer lines.
3. Unplug and repair drain pipes, sewer pipes, urinals, sinks and drinking fountains.
4. Perform a variety of skilled carpentry work including the construction, installation, remodeling and repairing of furniture, cabinets, partitions, counters, walls, windows and doors.
5. Perform daily inspections of parking lots, roadways and signage for maintenance and repair needs; ensure parking lots and roadways are clear and safe.
6. Paint crosswalks, directional arrows, curbs and strips in roads and parking lots; repair cracks and potholes in roads as needed.
7. Repair and/or install new signs and sign posts in parking lots and roads as needed.
8. Install, maintain and repair a variety of floor coverings such as carpet, tile, linoleum and wood; hang ceiling tile.
9. Hang and install doors, closures and windows; install drywall and wood paneling.
10. Install and repair roofing and rain gutters.
11. Operate, maintain and repair a variety of mechanical tools and equipment including power saws, sanders, drills, light and heavy trucks and various hand tools required for carpentry, plumbing and maintenance functions.
12. Maintain preventive maintenance records and logs.
13. Perform related duties and responsibilities as required.
QUALIFICATIONS

Knowledge of:
Methods, practices and equipment used in District maintenance services and activities including plumbing and carpentry.
Principles, practices, methods and techniques of carpentry and plumbing.
Tools and equipment used in building and parking lot maintenance, reconstruction and repair work.
Methods and techniques of parking lot and road maintenance and repair.
Paints and supplies used to maintain parking lots and roads.
District policies, procedures and codes related to facility maintenance and repair.
Occupational hazards and standard safety practices.
Preventive maintenance procedures and requirements.
Regulations and applicable laws regarding the use and disposal of various hazardous materials.

Ability to:
Perform skilled building maintenance and repair work.
Perform a variety of skilled work in the installation, adjustment, repair, inspection and maintenance of plumbing fixtures.
Perform a variety of skilled carpentry work.
Perform a variety of parking lot and road maintenance and repair.
Paint crosswalks, arrows and curbs in parking lots.
Use and operate hand and power tools and mechanical equipment in a safe and efficient manner.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain cooperative working relationships with those contacted in the course of work.
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:
Two years experience in building maintenance, plumbing or carpentry.

Training:
Equivalent to the completion of the twelfth grade supplemented by training in building maintenance, plumbing or carpentry.

License or Certificate
Possession of, or ability to obtain, an appropriate, valid driver's license.
WORKING CONDITIONS

Environmental Conditions:
Field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, gases.

Physical Conditions:
Essential and marginal functions may require maintaining physical condition necessary for heavy or moderate lifting; bending, stooping, kneeling, crawling; standing or walking for prolonged periods of time; operating motorized equipment and vehicles; near visual acuity for the performance of assigned maintenance and repair work.