



HUNTINGTON BEACH CITY SCHOOL DISTRICT

Maintenance Technician

Established date: 7/1/2015

Revision date: 11/17/2015

GENERAL PURPOSE

Under general supervision, performs semi-skilled to skilled work in various building/mechanical trades assisting with the repair, construction and upkeep of District buildings and equipment; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A Maintenance Technician performs a wide variety of sub-journey and journey-level building trades tasks related to facilities and operating equipment maintenance and repair, including basic plumbing, painting, moving furniture, mechanical repair, carpentry and masonry. Assigned work requires general knowledge of the functions applicable to an area of assignment and the ability to solve routine to moderately difficult problems.

This position is directly responsible to the Assistant Superintendent of Administrative Services or their designee.

ESSENTIAL DUTIES AND 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. Performs semi-skilled maintenance or assists in skilled maintenance, installation, construction and/or repair to buildings, furnishings and equipment in all areas of the construction and mechanical trades including, but not limited to, plumbing, electrical, painting, carpeting and concrete.
2. Installs, maintains, repairs or makes adjustments to systems, heating units, filters, buildings, equipment, fencing, windows, doors, playground equipment, and facilities and cement areas.
3. Performs routine housekeeping duties in facilities including pickup and removal of debris and trash.
4. Assists in preventive maintenance and repair programs related to various trades.
5. Operates and maintains tools and equipment.
6. Disassembles and reassembles equipment in order to clean parts, inspect and identify mechanical problems; makes routine equipment repairs.
7. Drives vehicles to and from work sites in order to transport tools, equipment, furniture and materials.
8. Requisitions, stocks and maintains inventory of equipment and repair parts.
9. Makes oral and written reports for work performed; completes and submits work orders and time sheets on a timely basis; attends meetings; participates in safety training.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Operation and maintenance of a variety of hand, power and shop tools and equipment common to the fields of plumbing, carpentry, and related building trades.
2. Methods, materials, tools and equipment used in rough and finish carpentry, cabinetry and wood finishing.

3. Methods and materials used in concrete work, surface patching and brick and masonry repair.
4. Surface preparation and application of paint appropriate to different internal and external surfaces.
5. Basic shop mathematics applicable to facility and equipment maintenance and repair.
6. Correct English usage, including spelling, grammar and punctuation.
7. Recordkeeping, filing and basic purchasing procedures and expense reporting.
8. Basic uses and operations of computers and standard business software.

Ability to:

1. Operate and maintain a variety of hand and power tools used in the work.
2. Estimate time, materials and equipment required to perform assigned duties.
3. Prepare and maintain basic records accurately.
4. Operate a computer and standard business software related to area of assignment.
5. Communicate effectively, both orally and in writing.
6. Understand and follow written and oral instructions.
7. Establish and maintain effective working relationships with administrators, staff, students, parents, the public and all those encountered in the course of work.

Education, Training and Experience:

A typical way of obtaining the knowledges, skills and abilities outlined above is:

Graduation from high school or GED equivalent and at least three years of experience performing semi-skilled or skilled maintenance and repair; or an equivalent combination of training and experience. Experience in a school district is preferred.

Licenses; Certificates; Special Requirements:

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

Successful completion of a comprehensive background investigation including a review of employment history, criminal conviction record and fingerprinting is required.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands 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.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is frequently required to climb or balance and stoop, kneel, crouch or crawl. The employee is frequently required to lift up to 60 pounds unaided or 100 pounds with assistance. Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, drawings and specifications; analyze and solve problems; use shop math and mathematical reasoning; work under deadlines with interruptions; and interact with others encountered in the course of work including District managers, employees, contractors, vendors and dissatisfied/abusive individuals.

WORK ENVIRONMENT

The employee works in a shop and field environment where the noise level is usually moderate. The employee regularly works in outdoor weather conditions; extreme heat or cold; wet, humid conditions; on ladders/scaffolding or in high, precarious places; on uneven or slippery surfaces; near moving mechanical parts and moving equipment. The employee is occasionally exposed to fumes or airborne particles; toxic or caustic chemicals; and biological hazards. The employee is frequently exposed to loud or prolonged noise from equipment.

FLSA Designation:	Non-Exempt
EEO Category:	Service – Maintenance
Bargaining Unit:	CSEA
Probationary Period:	9 months new, 6 months existing