

## College of the Redwoods

## Position Description

Position: Maintenance Specialist II	Position Number:
Department:	FSLA: Non-exempt
Reports to:	Salary Grade: 116

### **Summary**

Provides a variety of skilled work in the maintenance, alteration and repair of facilities and buildings. Works primarily in a single area of specialization (locksmith, painter, roofing, masonry, general carpentry, electrical, and mechanic for example), yet is fully qualified and capable of performing related work at this level of skill and assisting others in higher classifications (advanced carpentry, electrical, plumbing, e.g.).

### **Essential Duties and Responsibilities**

Performs some or all of the following, depending on the area of assignment.

- Performs general painting work to maintain the proper appearance of campus buildings, equipment, and facilities and to protect them from rust and decay. Cleans and prepares interior and exterior surfaces for painting. Lacquers, varnishes, stains, or otherwise finishes desks, doors, cabinets, molding, floors, and furniture. Installs sheet rock; tapes and textures same.
- Performs general maintenance/servicing and repair of District vehicles, grounds and other mechanical equipment.
- Performs entry level technical work including proper installation, operation, service, repair, adjustment, testing, and maintenance of the District's electrical systems. Maintain, test, and inspect electrical systems and equipment, including high and low voltage light and power systems; clocks, fire alarms, analog communications systems, and electrically-operated, motor-driven equipment, machinery, and other tools.
- Inspects, performs repairs, services and maintains facilities and buildings of the District in a qualified special technical area. Prepares rough sketches of work and estimates of materials and labor.
- Performs urgent plumbing repairs. The Specialist II will also assist the Plumber in inspecting, maintaining, and repairing complete plumbing systems, including fluid flows (e.g., natural gas) in addition to water and sewage.
- Performs a variety of general carpentry duties. Under the guidance of a Master Carpenter, constructs, fabricates, installs, repairs or replaces doors, walls, signs, desks, counters, shelves, shelf units, computer tables, chairs, benches, tables, sheds, scaffolds, forms, frames, window frames, fences and stairways. Participates in the construction of temporary and permanent buildings and structures.
- Performs a variety of locksmith duties. Installs, repairs, and replaces locks on doors, desks, vehicles, lockers and safes. Duplicates keys. Changes lock combinations. Recommends proper methods and procedures for security. May install, troubleshoot, and repair electronically sequenced locks.

- Inspects roofs. Repairs roof leaks and potential roof leaks. Performs preventive maintenance of roofs. Makes and keeps repair records and photo files on all major repairs and re-roofing.
- Performs a variety of masonry duties including construction and repair of masonry walls, screens, retaining walls, benches, edgings and facings.
- May participate in projects such as wiring communications lines between and within structures.
- Maintains required records and makes reports. Prepares reports on work completed and materials used.
- Performs basic preventive maintenance servicing on air-conditioning and heating systems. Changes filters. Greases and oils bearings, motors, and compressors per specifications and standing procedures.
- Operates and performs minor maintenance of light equipment including light tractors, skip loaders, forklift and other labor saving devices.
- Performs related duties as required to accomplish the requirements of the position. May perform the duties of Maintenance Specialist I on an intermittent basis depending on need.

## **Qualifications**

### **▪ Knowledge and Skills**

Requires a working knowledge of the principles, practices, methods, techniques, materials, tools, equipment, layouts and set-ups used in the incumbent's area of specialization. Requires a working knowledge of the uses and purposes of general maintenance, hand and power tools and equipment. Must be familiar with safety protocols related to area of specialty. Requires sufficient communications skills to convey information to co-workers and contractors.

### **▪ Abilities**

Requires the ability to perform the essential duties in the area of specialization at the journey level with minimal supervision. Must be able to use and maintain all of the tools, equipment, vehicles used during routine performance of duties. Requires the ability to organize and guide others in projects within the incumbent's area of specialization. Requires the ability and initiative to independently develop methods and techniques in the interest of effectiveness and efficiency. Must be able to read and understand blueprints and schematic drawings. Must be able to understand and follow oral and written instructions, maintain routine records and interpret plans and specifications found in area of specialization. Must be able to obtain cooperation of and maintain harmonious relations with the employees in other departments contacted during routine performance of duties.

### **▪ Physical Abilities**

Requires the ability to stand for extended periods of time, walk up to 400 yards, and manipulate (lift, carry, move) light to medium weights of up to 50 pounds on a regular basis, pushing, pulling and guiding materials over 50 pounds on an intermittent basis.

Climbs (e.g. ladders), stoops, kneels, and crouches on a regular basis. Requires sufficient hand-eye coordination, hand and finger dexterity including ability to grasp, and visual acuity to operate specialized equipment and read technical (including blueprints) and safety information.

- **Education and Experience**

The position requires a High School diploma or equivalent plus specialized training in one or more of the building trades (locksmith, painting, roofing, masonry, general carpentry, electrical, or mechanic). Requires a minimum of 2 years experience at the journey level in at least one area of specialization.

- **Licenses and Certificates**

Requires a valid Driver's License.