

METROPOLITAN EDUCATION DISTRICT
Maintenance Specialist



Location:	Metropolitan Education District (MetroED) 760 Hillsdale Avenue, San Jose CA 95136
Reports To:	Facilities Manager
Classification:	Classified; CSEA bargaining Unit
Date Approved:	8/8/1984
Dates Revised:	6/11/1997, 10/14/2009, 8/17/2016
Position Control:	#142229, 142230, Salary Schedule 2, Range 31, 12 Mont Work Year

POSITION DESCRIPTION:

Under limited supervision of designated supervisor, Perform a variety of semi-skilled and skilled maintenance, alteration, and/or equipment repair work involved in the maintenance and repair of assigned buildings and related equipment to include carpentry, painting, plumbing, electrical, concrete, and/or mechanical repair skills; prepare and maintain records related to work performed.

AREAS OF RESPONSIBILITIES/DUTIES:

Essential Functions:

- Perform skilled construction, maintenance and repair of District buildings, facilities and equipment in a wide variety of trades including carpentry, electrical, plumbing, glazing, locksmithing, heating and air conditioning, and painting
- Perform installation, troubleshooting and repair to electrical fixtures, equipment, systems and other installations; lay-out and install new wiring, plugs, lights, circuit breakers, conduits, relays, and other electrical accessories according to established Uniform Building Codes.
- Install, repairs and makes adjustments to plumbing fixtures and equipment including pipes, washers and gaskets, faucets, floats, and valves; clean and remove obstructions in water and sewer systems
- Operate electronic testing devices to troubleshoot and determine malfunctions; design and install television distribution, audio and public address systems as directed; assist school personnel with proper set-up, operation and care of audio-visual equipment
- Install, repair and maintain District locking systems; repair and replace panic hardware, institutional grade lockets, door closures, cabinet and file locks, door stops and hinges and other related hardware as directed; re-key locks; cut new, replacement and duplicate keys; requisition inventory for lock shop according to established procedures; respond to emergency lock-out situations as required
- Install, repair, troubleshoot, adjust and perform preventive maintenance on heating and air conditioning compressors, pumps, pump bearing assemblies, couplings, motor belts and other accessories
- Change air filters periodically and replace worn pulleys and belts as necessary; replace fan blades and lubricate motors and bearings
- Prepare and apply paint to various surfaces; scrape, sand and file surfaces and apply paint, varnish, shellac, enamel, and lacquer, and finish coating utilizing spray guns, rollers or brushes; mix, tint and match paint according to uniform colors
- Perform carpentry and mill work; construct, alter and repair wood structures such as room additions, partitions, walls, counters, doors and window frames; make repairs on wooden fixtures; perform mill and cabinet work as necessary

AREAS OF RESPONSIBILITIES/DUTIES (continued):

Essential Functions:

- Operate a variety of specialized equipment, and hand and power tools related to work performed or assigned; repair, maintain and assure equipment is in safe and proper working condition; drive a District vehicle to various work sites
- Prepare and maintain a variety of records related to work performed, supplies and materials, labor costs and others
- Assist other maintenance personnel/students with daily work assignments as directed and perform related duties as assigned

EMPLOYMENT STANDARDS

Knowledge of:

- Requirements of maintaining buildings, equipment and facilities in good repair
- Hazardous materials
- AHERA requirements of asbestos managing
- Computerized environmental control systems
- Electrical, plumbing, construction and building hardware
- Safe Work practices
- Plumbing, HVAC and electrical systems
- Locksmith techniques
- Carpentry practices

Ability to:

- Work on own initiative and be responsible for completion and quality of work
- Use and maintain hand tools, power tools, gauges and test instruments
- Perform skilled work in the construction, renovation, maintenance and repair of building and facilities
- Perform manual labor
- Oversee and direct the work of skilled, semi-skilled and non-skilled workers
- Take accurate readings and measurements
- Use a computer terminal for applications utilized by the Maintenance Department
- Meet the public tactfully and courteously
- Establish and maintain cooperative and effective working relationships
- Analyze situations and recommend an effective course of action
- Make accurate calculations and correctly interpret shop manuals and tables of specifications

MINIMUM QUALIFICATIONS:

Specific knowledge required to satisfactorily perform the functions of the job include:

Experience:

Five (5) years' experience in the construction and maintenance field

Education and Credentials:

- High school diploma or equivalent
- Completion of a maintenance, construction, or mechanical training program or equivalent

License:

Must possess a valid California Driver's License and/or be able to provide own transportation in conduct of work assignments.

Expectations:

The District places a high value on employees that are enthusiastic, cooperative, resourceful and knowledgeable, possess and display a strong work ethic and a customer-service and positive attitude. Employees are expected to understand and support the District's mission, strategic objectives, policies and goals.

Environment:

Indoor and outdoor work environment; subject to noise from equipment operation, regular exposure to fumes, dust, direct, oil/grease; subject to driving a vehicle to conduct work.

Physical Demands:

Lifting, carrying, and/or pushing objects up to 50 pounds; dexterity of hands and fingers to operate a variety of specialized equipment, hand and power tools; seeing to observe needed and completed repairs; climbing ladders and working from heights; reaching overhead and horizontally to shelve and retrieve items on high places; standing for extending periods of time; bending at the waist.

PHYSICAL REQUIREMENTS:

Incorporated within one or more of the essential functions of this job are the following essential physical requirements

- Incumbents regularly stand and sit for long periods of time
- Walk short distances on a regular basis
- Use hands and fingers to operate a computer keyboard or other office and technical equipment
- Reach with hands and arms, bend, twist, stoop, kneel, or crouch; speak clearly and distinctly over telephones and to provide information
- See to observe students and to read fine print and operate computer; hear and understand voice over telephone and in person
- Lift materials weighing up to 25 pounds and move and transport materials weighing up to 30 pounds

Date: _____

Signed: _____
Employee Signature