

## **MAINTENANCE SERVICE TECHNICIAN**

### **JOB SUMMARY**

Under the direction of an assigned supervisor, perform skilled maintenance work in one or more assigned trade areas such as carpentry, locksmith, electrical, plumbing, painting, heating & air conditioning, and perform a variety of floor care activities, including carpet repair and/or installation and vinyl and tile flooring repair/installation.

### **TYPICAL DUTIES**

Perform skilled work in the maintenance, repair, installation, and alteration of a variety of equipment and facilities throughout the district. Perform floor care responsibilities following established cleaning and maintenance schedules. Shampoo carpets and provide proper maintenance and minor repair of carpet machines. Strip, wax, and seal tile flooring. Install, repair, and replace carpet, vinyl, and tile flooring. Alter, repair, or construct articles and structures of wood, such as shelves, partitions, counters, doors, window frames, scaffolds, forms, and fences. Fit doors, windows, sashes, and screens. Use brush, roller or spray gun in applying paint, varnish, shellac, enamel, lacquer or other protective or decorative finishes to various surface, such as wood, metal, plaster, stucco, wallboard, etc. Pick up and deliver equipment as direction. Stripe playgrounds and parking lots. Install water piping, and tap water and sewer mains and lateral. Repair and replace pipes, valves, fittings, ballcock and other fixtures. Pack faucets. Wipe and flush joints. Clean out drains and obstructions in water and sewer systems. Install, maintain, and make repairs to lighting circuits, panels, outlets, electrical control equipment, conduit and duct systems, motors and other types of electrical lighting and power equipment. Check circuits and make electrical repairs to air conditioning, heating, and ventilating equipment and electrical applicants. Inspect wiring and fixtures, replacing old or unsafe fixtures, conduits, wiring and switches. Operate a variety of hand and power tools used in maintenance and repair work, such as sander, plane, routers, saw, and other hand or power operated tools and equipment. Utilize a high pressure washer to remove graffiti and clean painted surfaces. Observe established health and safety regulations. Clean and maintain upholstered furniture. Apply pesticides, aerosol insect bombs, and set rodent traps in problem areas. Confer with school administrators and supervisor regarding needs. Assist other skilled maintenance workers as assigned. Perform other related duties as assigned.

### **JOB REQUIREMENTS**

Any combination of education, training, and/or experience which demonstrates ability to perform the required duties. A typical qualifying background would include graduation from high school, or equivalent, and one year of journey level, or two years of skilled experience in a trade. In depth trade schooling or a formal, or informal, apprenticeship leading to skilled or journey level status will be considered in meeting job requirements.

### **Knowledge of:**

Standard methods, techniques, materials, tools, and equipment used in maintenance, repair, and construction work including, materials, and equipment used in floor care, carpet and tile installation and repair. Proper operation, maintenance, and repair of machines and equipment; health and safety requirements.

### **Ability to:**

Understand the electro-mechanical principles of a trade area at a level sufficient to identify problems and perform tasks safely and completely. Install carpet, vinyl, and tile flooring. Use required hand and power tools and equipment safely and efficiently. Create shop drawings and sketches and work from blueprints. Maintain records and prepare reports related to maintenance activities. Understand and carry out oral and written directions. Perform minor maintenance and/or repair on carpet shampooing machine. Work independently and adhere to schedules. Perform duties in a safe and efficient manner. Perform heavy physical labor under conditions, which are sometimes dirty or uncomfortable. Climb ladders and work over head.

## **MAINTENANCE SERVICE TECHNICIAN**

Page 2

### **LICENSE**

Must possess a valid California driver's license and the ability to maintain qualification for district vehicle insurance coverage.

### **PHYSICAL ABILITY**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to walk; climb or balance; stoop, kneel, crouch, or crawl; and smell. The employee is occasionally required to stand.

The employee must regularly lift and/or move up to 50 pounds, frequently lift and/or move up to 100 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The selected candidate must be able to perform the duties of a rigorous work schedule which includes lifting, loading, and unloading, and pass a physical examination and drug screening certifying this ability.

### **WORKING CONDITIONS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee regularly works near moving mechanical parts and is regularly exposed to risk of electrical shock. The employee may work in precarious places and is frequently exposed to toxic or caustic chemicals. The employee is occasionally exposed to wet and/or humid conditions and vibration.