

BUILDING MAINTENANCE WORKER

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Service/Maintenance	PEU Local 1	64	07/01/2017	Classified	1 of 2

DEFINITION

To perform journey-level work in the design, construction, installation, maintenance and repair of a variety of equipment and structures; and to function as a general repair person or troubleshooter.

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from a departmental supervisor or manager.
- May receive technical or functional supervision from higher-level departmental personnel.
- May provide training and direction to student assistants.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Alters, repairs, or constructs articles and structures of wood or metal; repairs school and office furniture; maintains and repairs woodwork of buildings.
- Installs and repairs building hardware, such as locks, door knobs, door checkers, door closures and window hardware.
- Installs and repairs floors and roofs, including work with cement, hardwood, cork, asphalt, tile and other composition materials.
- Fits doors, windows, sashes and screens.
- Maintains hand tools; ensures that tools and equipment receive proper care.
- Installs equipment; performs cement and plaster work; performs minor painting and graffiti removal.
- Installs signs, whiteboards and cabinets.
- Purchases supplies and materials, such as locks, doors closures and various hardware components.
- Performs welding tasks, such as welding chairs and tractor hitches; fabricates angles and braces.
- Logs inventory of supplies and equipment; prepares reports of work performed and materials used.
- Makes daily safety and mechanical inspections of motor vehicles, performs minor repairs and reports items needing major repairs; schedules for routine maintenance and repairs of motor vehicles.
- Performs and signs off on, inspections for fire extinguishers, electrical access for door hardware and keypads, Americans with Disabilities Act (ADA) compliance, the health department, insurance, hazardous materials and lift safety; coordinates and acts as liaison between college and inspecting agencies.
- Creates, receives, completes and closes online work orders through District online application; provides information regarding anticipated schedule and status.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS



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Knowledge of:

- Standard methods, materials, tools, procedures and equipment used in rough and finished carpentry in commercial and industrial settings, welding and metal work.
- Safe work practices.
- Techniques used in maintaining a variety of building components including framing, walls, doors, windows, floors, counters, cabinets and roofs.
- Building safety and ADA codes requirements.
- Methods and practices followed in the maintenance of tools, machinery and equipment.
- Modern software applications (Microsoft Office Suite, etc.).

Skill/Ability to:

- Perform journey-level building maintenance work.
- Troubleshoot and repair all types of door hardware including hinges, closers and locksets
- Use required tools and machines skillfully and safely.
- Work from sketches, drawings and blueprints.
- Understand and carry out oral and written directions.
- Keep simple records and prepare basic reports.
- Perform heavy manual labor, including lifting and moving items weighing up to 50 pounds.
- Use a computer to research and buy tools, equipment and parts required for completion of work.
- Prioritize and work independently.
- Establish and maintain cooperative work relationships with those contacted in the performance of required duties.
- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, mental or physical disability, and religious background of all students, faculty and staff, and with all individuals encountered in the performance of required duties.

EXPERIENCE AND TRAINING

- Two (2) years of journey level experience in installing, building, maintaining and repairing structures, including experience in metal fabrication (welding) and locksmithing.

EDUCATION/LICENSE OR CERTIFICATE

- Possession of a high school diploma/GED or the equivalent, supplemented by an apprenticeship program that includes theory and on-the-job work.
- Possession of, or ability to obtain, an appropriate, valid forklift operator’s certificate.
- Possession of, or ability to obtain, an appropriate, valid California driver’s license.

Adopted: 07/01/17