

KERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: MAINTENANCE WORKER II

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a wide variety of semi-skilled to skilled work and lead in the maintenance and repair of buildings and facilities at an assigned district site, including, but not limited to, routine plumbing repair, pool maintenance, HVAC, carpentry, painting, locksmith, and electrical; operate a variety of hand and power tools and aid in a variety of other maintenance functions at an assigned location within the district.

DISTINGUISHING CHARACTERISTICS:

This is the semi-skilled journey level class in the Maintenance Worker series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and complexity of duties assigned.

REPRESENTATIVE DUTIES:

Perform routine and semi-skilled and skilled functions in the maintenance repair, and alteration of district site buildings and facilities. **E**

Perform a variety of maintenance and repair functions in support of assigned district site buildings and facilities including, but not limited to, routine plumbing repair, pool maintenance, HVAC, carpentry, painting, locksmith, and electrical; to operate a variety of hand and power tools in a safe and effective manner; and to provide assistance in a variety of other maintenance functions on the district site. **E**

Maintain computerized records related to work performed. **E**

Perform and assist in various semi-skilled and skilled plumbing duties such as cutting, threading, and assembling pipe; repair and maintain various plumbing, heating and air conditioning fixtures. **E**

Perform and assist in the inspection, servicing, maintenance, and repair of HVAC equipment including air compressors and water boilers; perform preventive maintenance duties including replacing belts and filters. **E**

Perform and assist in the construction, rebuilding and repairing of District equipment and facilities including various wood and metal structures, equipment and furniture; frame and install walls, partitions, doorways and windows; cut glass and mirrors. **E**

Lead and perform in the installation and repair of carpeting and other floor coverings; hang draperies; assemble and repair office furniture; move office furniture and equipment. **E**

Lead and perform in the repair, adjust, and change keyed and combination locks; install new locks and hardware; repair and re-key lock cylinders. **E**

Lead and perform in a variety of painting needs; create paint schedules; prepare surfaces for painting; paint surfaces; install, remove, repair, and replace of drywall; apply texture. **E**

Perform and assist in the diagnosis of electrical needs and problems; perform electrical maintenance work in the repair, installation, and alteration of electrical equipment and wiring systems. **E**

Operate a variety of hand and power tools including an electric saw, planer, drill press, hand drill, grinder, drain auger, welder, rollers, spray equipment, table saw, and a compressor; operate heavy equipment including a dump truck, backhoe, and forklift. **E**

Drive a vehicle to various locations to pick up and deliver various supplies, materials and equipment and to perform maintenance work; load and unload trucks. **E**

Inspect and monitor the fire sprinkler system. Assist in the maintenance of the natural gas system.

Respond to emergency service requests.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, tools, and materials used in the repair and maintenance of buildings and related equipment.

Basic principles of heating and air conditioning systems.

Maintenance and repair of plumbing systems.

Shop math applicable to the building trades.

Health and safety regulations.

Oral and written communication skills.

Proper methods of storing equipment, materials, and supplies.

Basic record-keeping techniques.

Applicable building codes, ordinances, fire regulations, and safety precautions.

Operation and use of hand and power tools and equipment.

Requirements of maintaining buildings and facilities in good repair.

Interpersonal skills using tact, patience, and courtesy.

Operation of a computer terminal.

ABILITY TO:

Perform a wide variety of semi-skilled work in the maintenance and repair of buildings and facilities.

Assist skilled personnel in the maintenance and repair of buildings and facilities.

Safely operate a vehicle and a wide variety of power equipment and hand tools related to the building trades.

Apply and explain applicable building codes, ordinances, fire regulations, and safety precautions.

Work from blueprints, shop drawings, and sketches.

Communicate effectively both orally and in writing.

Work cooperatively with others.

Understand and follow oral and written instructions.
Maintain routine records related to work performed.
Operate a computer terminal.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school and four years of increasingly responsible building maintenance experience.

LICENSES AND OTHER REQUIREMENTS:

Possession of, or ability to obtain, a valid California driver's license.
Satisfactory completion of pre-employment physical assessment.
Satisfactory completion of pre-employment drug testing.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment. Driving a vehicle to conduct work.
Regular exposure to fumes, dust and odors.
Seasonal heat and cold or adverse weather conditions.

PHYSICAL DEMANDS:

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

1.	Seldom = Less than 25 percent	3.	Often = 51-75 percent
2.	Occasional = 25-50 percent	4.	Very Frequent = 76 percent and above
<u>1</u>	a.	Ability to work at a desk, conference table or in meetings of various configurations.	
<u>4</u>	b.	Ability to stand for extended periods of time.	
<u>3</u>	c.	Ability to see for purposes of reading printed matter and operating a vehicle and maintenance equipment.	
<u>3</u>	d.	Ability to hear and understand speech at normal levels.	
<u>3</u>	e.	Ability to communicate so others will be able to clearly understand a normal conversation.	
<u>4</u>	f.	Ability to bend and twist, stoop and kneel, crawl, push and pull.	
<u>3</u>	g.	Ability to lift <u>75</u> lbs.	
<u>3</u>	h.	Ability to carry <u>75</u> lbs.	
<u>4</u>	i.	Ability to reach in all directions.	
<u>2</u>	j.	Ability to work at heights.	
<u>2</u>	k.	Ability to ascend and descend a ladder.	

HAZARDS:

Working on ladders or scaffolding. Fumes from paints and solvents.

Electrical power supply and high voltage.

Potential exposure to hazardous substances and materials. Working around and with machinery having moving parts.

This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.