

KERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: MAINTENANCE AND OPERATIONS TECHNICIAN

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of complex technical tasks involved in the management of campus facilities; operate and monitor the energy management system.

REPRESENTATIVE DUTIES:

Maintain, operate and monitor the College Energy Management System (EMS); investigate and repair environmental systems; coordinate maintenance and repair of College EMS facilities with vendor. *E*

Schedule the usage of College air conditioning and heating systems. *E*

Maintain the campus key program, including use of key cutting equipment; issue and control keys; change locks and re-key cylinders. *E*

Schedule the College lighting systems. *E*

Operate a magnetic card system. *E*

Develop databases for the maintenance of College assets. *E*

Operate a work order request computer program to log work orders, notify staff of work scheduled, and notify staff of completion. *E*

Program maintenance schedules. *E*

Issue fleet keys. *E*

Operate, maintain and monitor the College irrigation computer system.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, practices, equipment, and tools used in facilities management.

Record-keeping procedures.

Computer hardware and software systems.

Safe work practices.

Operation of energy management systems.

Locksmith practices.

ABILITY TO:

Operate software programs relative to the Energy Management System (EMS) and other software programs utilized in facilities management, such as a Future Maintenance Management system (MMS).

Read and interpret blueprints, schematics, sketches and drawings.

Maintain a variety of work records.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Associate degree and two years of responsible facilities operations experience, including extensive training and experience in related computer applications.

LICENSES AND OTHER REQUIREMENTS:

Possession of, or ability to obtain, a valid California driver's license.

Satisfactory completion of a pre-employment physical assessment.

Satisfactory completion of pre-employment drug testing.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment.

Driving a vehicle to conduct work.

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.

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| 1. | Seldom = Less than 25 percent | 3. | Often = 51-75 percent |
| 2. | Occasional = 25-50 percent | 4. | Very Frequent = 76 percent and above |

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| <u>4</u> | a. | Ability to work at a desk, conference table or in meetings of various configurations. |
| <u>1</u> | b. | Ability to stand for extended periods of time. |
| <u>4</u> | c. | Ability to see for purposes of reading printed matter. |
| <u>4</u> | d. | Ability to hear and understand speech at normal levels. |
| <u>4</u> | e. | Ability to communicate so others will be able to clearly understand a normal conversation. |
| <u>3</u> | f. | Ability to bend and twist, push and pull, stoop, kneel, crawl. |
| <u>1</u> | g. | Ability to lift <u>75</u> lbs. |
| <u>1</u> | h. | Ability to carry <u>75</u> lbs. |
| <u>4</u> | i. | Ability to reach in all directions. |

- 1 j. Ability to work at heights.
- 1 k. Ability to ascend and descend a ladder.

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.