

## KERN COMMUNITY COLLEGE DISTRICT

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### **CLASS TITLE: MAINTENANCE WORKER**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform a wide variety of semi-skilled work and assist in skilled work in the maintenance and repair of buildings and facilities at an assigned campus.

#### **REPRESENTATIVE DUTIES:**

Perform a wide variety of semi-skilled work and assist in skilled work in the maintenance and repair of buildings and facilities; maintain computerized records related to work performed. *E*

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

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*

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*

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

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

Assist in a variety of painting needs; create paint schedules; assist in the preparation of surfaces for painting; paint surfaces; assist in the installation, removal, repair and replacement of drywall; apply texture. *E*

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.

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 two 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 |

- 1 a. Ability to work at a desk, conference table or in meetings of various configurations.
- 4 b. Ability to stand for extended periods of time.
- 3 c. Ability to see for purposes of reading printed matter and operating a vehicle and maintenance equipment.
- 3 d. Ability to hear and understand speech at normal levels.
- 3 e. Ability to communicate so others will be able to clearly understand a normal conversation.
- 4 f. Ability to bend and twist, stoop and kneel, crawl, push and pull.
- 3 g. Ability to lift 75 lbs.
- 3 h. Ability to carry 75 lbs.
- 4 i. Ability to reach in all directions.
- 2 j. Ability to work at heights.
- 2 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.*