

## **GALT JOINT UNION SCHOOL DISTRICT**

**JOB TITLE:** Skilled Maintenance Technician

### **DESCRIPTION OF BASIC RESPONSIBILITIES**

To perform a variety of journey level skilled and semi-skilled work in the maintenance and repair of district buildings, facilities, and equipment in areas of building trades including but not limited to electrical, plumbing, carpentry, painting, roofing, concrete, welding and HVACR.

**SUPERVISOR:** Maintenance Operations & Transportation Supervisor

### **TYPICAL DUTIES:**

1. Maintains work logs and records related to completed work tasks.
2. Receives work orders and determines necessary tools, materials, and equipment needed to complete assignment
3. Performs carpentry work in the alteration, repair, and maintenance of buildings and facilities, including partitions, cabinets, floors, roofs, doors, windows, fences, furniture, sheds, scaffolds, and forms.
4. Performs minor new construction such as sheds, fences, etc., as necessary and as assigned.
5. Performs welding work to repair playground equipment, furniture, and fixtures.
6. Installs and makes repairs to electrical wiring, switches, outlets, fixtures, and motors.
7. Paints walls and buildings and performs other related tasks including preparing surfaces for painting or repainting.
8. Patches and repairs roofs and gutters.
9. Cuts, threads, assembles, and installs pipe.
10. Installs and makes emergency repairs and adjustments to plumbing fixtures and equipment including pipes, washers and gaskets, faucets, floats, and valves.
11. Repairs and/or replaces door hinges, locks, thresholds, door closure, door jambs, and panic hardware.
12. Clean, maintain, diagnose and repair heating/air conditioning units; changes filters, checks pilot lights etc.
13. Mixes, pours, and finishes concrete, stucco, and plaster for assigned projects.
14. Responsible for fire and intrusion systems.
15. Responsibly uses and maintains tools and equipment in safe operating condition.
16. Replaces windows, screens, and repairs damage to walls.
17. Operates a variety of hand and power tools including saws, welders, electric drills, pipe threaders, and joiners in a safe and appropriate manner.

18. Coordinates State required annual inspections for fire sprinklers, devices, risers and hydrants.
19. Performs 3 month/6 month/annual inspections and fills out the required reports for state asbestos and school site conditions.
20. Inspect work to be completed; estimate material and labor cost; prioritize and schedule work; order parts according to established procedures.
21. Follows current building codes and OSHA requirements when performing maintenance and repair of district buildings, facilities and equipment.
22. Obtains quotes and assists with the bid process on work to be performed by outside contractors.
23. Recommends selection of contractors and oversees work to be performed.
24. Inspects and maintains district refrigeration systems.
25. Operates heavy equipment such as tractors, lifts, backhoes, fork lifts, pallet jacks etc.
26. Maintains and repairs kitchen equipment and appliances.
27. Maintains and repairs custodial equipment such as vacuums, floor scrubbers, low/high speed buffers (swingers) etc.
28. Performs other duties similar to the above in scope and function as required.

## **EMPLOYMENT STANDARDS**

### **Qualifications:**

1. Possession of a valid and appropriate California Driver's License
2. Minimum of three (3) years of experience in general maintenance and construction work.
3. Possess and maintain valid EPA Section 608 Type II, III, IV or Universal certification

### **Knowledge of:**

1. Methods, practices, and materials used in several areas of the building trades, including electrical, plumbing, carpentry, and painting repairs.
2. Safe use and operation of a variety of building, repair/maintenance tools and equipment.

### **Ability to:**

1. Safely operate a variety of hand and power tools, and equipment.
2. Read and interpret blueprints, sketches, and diagrams.
3. Perform basic mathematic calculations including addition, subtraction, multiplication, and division.
4. Effectively estimate the scope of work assignments and appropriate tools and materials necessary to complete each assignment.

5. Meet the physical requirements necessary to safely and effectively perform the required duties.
6. Be available for 'on call' work evenings or weekends and for unforeseen situations as necessary.
7. Communicate effectively in both oral and written forms.
8. Establish and maintain effective work relationships with those contacted in the performance of required duties.

### **TYPICAL WORKING CONDITIONS AND ENVIRONMENT**

1. Regularly performs heavy physical labor requiring ability to lift, carry, push, pull, and move heavy objects or materials.
2. Work both inside and outside in a variety of temperatures and weather conditions.

Board Approved: February 27, 2019