

MAINTENANCE SPECIALIST

Grade 16

Purpose Statement

The job of Maintenance Specialist is done for the purpose/s of providing maintenance services with specific responsibility for maintaining facilities in safe operating condition; addressing immediate operational and safety concerns; assisting other maintenance personnel and skilled trades; and ensuring that tools and materials are available at job site.

This job reports to Director of Maintenance, Operations, Transportation and Facilities

Essential Functions

- Arranges a variety of physical items (e.g., furniture, equipment, etc.) for the purpose of providing adequate preparations special events.
- Builds items (e.g., counters, temporary partitions, etc.) for the purpose of modifying and adapting facilities to specific needs.
- Cleans a variety of areas (e.g., work areas, maintenance space, etc.) for the purpose of preventing damage and limiting liability exposure.
- Cooperates with skilled maintenance workers with projects for the purpose of completing projects in a safe, efficient manner.
- Coordinates activities with a variety of personnel (e.g., skilled trades, other maintenance workers, administrators, etc.) for the purpose of completing projects and work orders efficiently.
- Installs assigned systems and system components (e.g., lighting, alarms, fixtures, security, etc.) for the purpose of providing a safe and workable environment.
- Maintains a variety of equipment (e.g., tools, District equipment, etc.) for the purpose of ensuring availability in safe operating condition.
- Orders equipment and supplies for the purpose of ensuring availability of items required to complete the necessary installation and repair.
- Participates in meetings (e.g., staff, training, etc.) for the purpose of conveying and gathering information required to perform functions.
- Performs a variety of maintenance activities (e.g., equipment repair, painting, glazing, etc.) for the purpose of completing projects within established time frames.
- Prepares written materials (e.g., repair status, activity logs, etc.) for the purpose of documenting activities and conveying information.
- Repairs and maintains key system via electronic records and software programs for the purpose of providing the District with a key system and ensuring security of its facilities.
- Repairs a variety of items (e.g., furniture, building system components, etc.) for the purpose of ensuring

a safe working condition.

- Responds to emergency situations during and after hours for the purpose of resolving immediate safety concerns.
- Transports a variety of tools, equipment, and supplies for the purpose of ensuring the availability of materials required at job site.

Marginal Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating equipment used in skilled trades, power, and hand tools, etc.; adhering to safety practices; handling hazardous materials; and planning and managing projects.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: standard methods, materials, and tools used in assigned skilled trade; and safety practices and procedures.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; developing effective working relationships; displaying mechanical aptitude; and working under time constraints.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

Experience: Certificate and/or Trade Licenses preferred. Equivalent to the completion of the twelfth grade. One year of journey-level experience in electronic, electric, or mechanical systems repair; preferably including successful work experience in two or more other trades; or any combination of training and experience that could likely provide the desired knowledge and abilities. In depth knowledge of lock and key systems

Education (Minimum): High school diploma or equivalent.

Required Testing

None Specified

Continuing Educ. / Training

None Specified

Certificates and Licenses

None Specified

Clearances

Criminal Background Clearance

Physical Capacities Test Clearance

Tuberculosis Clearance

FLSA Status

Non-Exempt

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.