

## VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

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

### **FLSA STATUS: NONEXEMPT**

### **BASIC FUNCTION:**

Under the direction of the Director of Maintenance and Operations, perform a variety of journey-level design, construction, maintenance and repair in one or more of the building or construction maintenance trades to maintain and repair District facilities, equipment and machinery; perform semi-skilled to skilled maintenance duties in a variety of the other trades areas.

### **REPRESENTATIVE DUTIES:**

Perform journey-level design, construction, maintenance and repair in one or more of the building or construction maintenance trades including plumbing, electrical, carpentry, locksmithing, painting, and concrete; perform semi-skilled to skilled maintenance duties in trade areas outside of area of specialty. *E*

Design, install, maintain, repair and perform preventive maintenance to plumbing fixtures, water lines and waste disposal systems; cut, thread and replace water pipes; install and maintain restroom facilities, drinking fountains, water heaters and new water lines; replace defective parts in plumbing fixtures and systems. *E*

Perform emergency repairs and adjustments to plumbing equipment including repairing broken pipes, cleaning plugged drains, replacing washers, faucets and valves, cleaning traps and flushing sewer lines. *E*

Design, install, remodel, maintain and repair building structures and fixtures, including but not limited to ceiling and floor tile, partitions, doors, cabinets, windows; patch holes in damaged sheet rock and plaster. *E*

Design and/or modify electrical systems to interface with existing systems or replace obsolete systems; perform maintenance and repair to District heating and air conditioning equipment; maintain and repair boilers, hot water and gas heaters, circulation pumps, air compressors, exhaust and circulating fans, and refrigeration and air conditioning equipment. *E*

Perform installation, troubleshooting and repair of electrical fixtures, equipment, systems and other installations; install new wiring, plugs, lights and circuit breakers; adjust and repair electrical equipment; install and maintain indoor and outdoor lighting systems; assure compliance with applicable building codes and safety regulations. *E*

Refinish furniture, cabinets and other wood items; install wall paneling and wall partitions; install cabinets and shelves; construct walls and hang doors and paneling; install and repair roofing. *E*

Perform minor to major maintenance and repair to vehicles and automotive equipment; repair and maintain transmissions, clutches, fuel systems and brakes; perform tune up work and oil changes as assigned. *E*

Prepare surfaces for painting; mix and apply paint to match or cover walls, ceilings, fences and other surfaces; perform touch-up painting; paint interior and exterior surfaces; erect and move scaffolding and platforms; paint parking lot spaces, directional arrows, handicapped areas and curbs. *E*

Install, dismantle, rebuild and repair various types of locks to maintain the District's multi-level master keying system; re-key and re-pin locks; repair door locking mechanisms and school lockers; cut new and replacement keys; maintain detailed records, including key systems, pin charts, hardware inventory and key control records. *E*

Safely operate a variety of equipment, machinery and hand, power and pneumatic tools including trucks, forklifts and other vehicles, rotor drain cleaner, drill press, gauges, meters, saws, pipe cutter and threader, trencher, and soldering and welding equipment. *E*

Prepare and maintain work orders and records related to work performed; perform or assist in the research of supplies and vendors and the ordering of supplies and materials. *E*

Construct, repair and maintain equipment; perform basic repair and fabrication of metal items using soldering and welding equipment as assigned.

Provide work direction, train and assist students and part time workers in various technical trades as needed.

Communicate with administrators, skilled maintenance personnel, contractors and others concerning construction, maintenance and repair issues.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

Standard tools, equipment, materials, methods and techniques used in a wide variety of the building, construction and vehicle maintenance trades.

Operation and proper maintenance of tools, equipment and machinery used in the building, construction or vehicle maintenance trades.

Design, construction and installation requirements of maintaining buildings, facilities and vehicles in good repair.

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

Proper methods of storing equipment, materials and supplies.

Health and safety practices, regulations and procedures.

Basic math.  
Record-keeping techniques.

**ABILITY TO:**

Perform a variety of journey-level maintenance and repair of District vehicles, facilities and equipment.

Design and install major maintenance systems, including but not limited to, electrical, plumbing, and remodel of facilities.

Perform a variety of semi-skilled to skilled maintenance and repair independently or as a member of a crew.

Analyze situations accurately and adopt an effective course of action.

Operate a variety of maintenance equipment including a truck, forklift, pipe cutter and threader, welding equipment, gauges and meters, rotor drain cleaner, trencher and a variety of other vehicles, hand and power tools.

Maintain records and prepare reports.

Work cooperatively with others including those from diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds.

Perform heavy physical labor.

Understand and follow oral and written directions.

Observe legal and defensive driving practices.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and three years journey-level experience in one or more of the vehicle maintenance, building or construction trades.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

Environmental Protection Agency (EPA) Certificate (40cfr Part 82).

Lift truck operation certification.

Man-lift truck operation training and certification.

CPR certification.

**WORKING ENVIRONMENT AND PHYSICAL DEMANDS:**

***Discloser:***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

***Indoor, Outdoor and Shop Environment:***

Position requires heavy lifting (over 50 pounds), standing and walking for extended periods of time, bending at the waist, climbing, crawling, kneeling, reaching, pulling, pushing, carrying, climbing ladders and working at heights or in cramped or restrictive work chambers, dexterity of hands and fingers to operate equipment, hand and power tools, seeing to observe needed repair and driving from site to site to conduct work.

While performing the duties of this job, the employee is regularly exposed to an outdoor and shop environment subject to adverse weather conditions and noise from equipment operation. The employee is frequently exposed to moving mechanical parts, high voltage, fumes, dirt, and dust.