



SENIOR MAINTENANCE TECHNICIAN

DEFINITION

Under direction, leads, oversees, reviews and participates in the work of staff performing semi-skilled to skilled work in the maintenance and repair of District facilities; oversees and ensures that preventive and corrective maintenance on facilities and equipment is completed according to established schedules and timelines; performs skilled duties in the completion of District heating, ventilation, air conditioning (HVAC) refrigeration and energy management work orders; reads and interprets plans and blueprints; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel. Exercises technical and functional direction over and provides training to less experienced staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is the advanced level classification in the Maintenance Technician series responsible for performing the most complex work assigned to the series, such as leading and directing the work of assigned maintenance staff and/or performing skilled HVAC maintenance and repair duties. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to perform assigned duties. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS

Management reserves the right to make reasonable accommodations so that qualified employees with verified medical conditions can perform the essential functions of the job.

- Leads, oversees, reviews and participates in the work of staff performing semi-skilled to skilled work in the maintenance and repair of District facilities; ensures completed work is of high quality and accomplished in a timely manner.
- Prioritizes daily work orders and assigns work to be completed based upon established guidelines and schedules; assists and monitors the work of outside contractors; schedules, coordinates and conducts staff meetings and trainings.
- Estimates time, materials, and cost involved for major equipment repairs, change-outs, and system upgrades; designs and installs systems to be used in new construction and redesigns and alters incomplete or improper systems; researches and receives bids for work to be completed by contractors.
- Performs skilled maintenance, installation and repair on District HVAC, refrigeration, and energy management work orders.
- Designs, installs, operates, programs, maintains, troubleshoots and repairs the Energy Management System's components, including controls, timing and metering devices, chillers, air handlers and related equipment in order to achieve optimum utility usage.
- Assures optimum comfort and efficiency with District HVAC equipment and related components, including pumps, chillers, cooling towers, interior and exterior lighting, air handling configurations, and related items; redesigns District HVAC, boilers, air handler energy management system functions and coding.

- Reads and interprets plans, blueprints and specifications and ensures conformity with codes and safety regulations.
- Maintains records required by the Environmental Protection Agency (EPA) and Air Quality Management District (AQMD) for District equipment operations, repairs, preventive maintenance, refrigerants utilized, and air quality.
- Performs safety tests on equipment; maintains proper water treatment/chemistry in all systems and recycles charge refrigerants.
- Performs troubleshooting work to locate defects in system and diagnoses problems using prints, diagrams, schematics and test equipment.
- Constructs, repairs and maintains equipment; performs basic repair and fabrication of metal items using soldering and welding equipment.
- Operates a variety of equipment, machinery and hand and power tools including trucks and other vehicles, flow meters, refrigeration test equipment, gauges, meters, saws, pipe cutter and threader, trencher, soldering and welding equipment and pneumatic tools.
- Oversees and maintains the District's emergency backup water storage.
- Works productively and cooperatively with others by demonstrating respect, patience, and equitable treatment of all internal and external customers.
- Observes and complies with District and mandated safety rules, regulations, and protocols.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of lead supervision and training.
- Energy management systems and the related control, design, installation and maintenance of such systems and components.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Methods and techniques used in the maintenance and installation of HVAC equipment.
- Methods and techniques of overseeing contracted services for compliance with specifications and quality standards.
- Operation and proper maintenance of tools, equipment and machinery used in the maintenance of HVAC equipment as well as building and construction maintenance trades.
- Proper methods of storing equipment, materials and supplies.
- Mathematical skills.
- Principles and practices of record keeping.
- District and mandated safety rules, regulations, and protocols.
- Techniques of providing a high level of customer service by effectively interacting with students, staff, faculty, representatives of outside organizations, and members of the public, including individuals of diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, physical ability, and sexual orientation.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, lead, direct, review and participate in the work of staff performing semi-skilled and skilled facilities and associated equipment repair and maintenance.

- Oversee the work of contractors to ensure compliance with quality and performance standards.
- Perform a diverse range of facilities maintenance and repair tasks which include multiple trades areas.
- Maintain and control the District's energy management system.
- Review work to be performed and prepare estimates of time and materials costs.
- Perform a variety of skilled HVAC maintenance and repair of District facilities and equipment.
- Design and install all aspects of HVAC maintenance systems, including but not limited to, electrical, plumbing and remodel of facilities.
- Operate a variety of maintenance equipment including a vehicle, pipe cutter and threader, welding equipment, gauges and meters, HVAC specialty tools and a variety of hand and power tools.
- Maintain records and prepare reports.
- Analyze situations accurately and adopt an effective course of action.
- Perform heavy physical labor.
- Understand and follow oral and written directions.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing.
- Demonstrate sensitivity to, and understanding of, the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds of community college students.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Equivalent to completion of the twelfth (12th) grade, supplemented by specialized training in trade areas such as carpentry, electrical, plumbing and HVAC.

Experience:

- Five (5) years of increasingly responsible experience in building construction and maintenance work, and in the installation, maintenance, and repair of HVAC equipment.

Licenses and Certifications:

- Possession of a valid EPA Retrieval and Reclamation Certification to be maintained throughout employment.
- Possession of a valid California Driver's License to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in an office and field environment; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp, and make repetitive hand movement in the performance of daily duties; to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various District sites; and vision to read printed materials and computer screens, and to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity

is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office and field environment and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust, and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.