

VISTA UNIFIED SCHOOL DISTRICT

MAINTENANCE TECHNICIAN

Purpose Statement

The purpose of a Maintenance Technician is to provide maintenance services with specific responsibility to ensure completion of assigned projects; perform a wide variety of skilled maintenance activities (e.g., carpentry, plumbing, electrical, ventilating systems, alarms, etc.); assist other maintenance workers; and ensure that tools and materials are available at job site.

This job reports to the Maintenance and Grounds Manager.

Essential Functions

- Attends meetings, workshops, and/or in-service training for the purpose of conveying and/or gathering information required to perform functions.
- Collaborates with a variety of internal and external parties for the purpose of conveying and/or gathering information required to perform job functions and complete work orders efficiently and in a timely manner.
- Coordinates with assigned lead and/or supervisor and other trades for the purpose of completing projects and work orders efficiently.
- Informs supervisor and staff regarding procedures and/or status of work orders for the purpose of providing information for making decisions, taking appropriate action, and/or complying with building and health and safety regulations.
- Installs a wide variety of materials (e.g., carpet, tile, roofing, cabinetwork, drywall, plumbing, insulation, electrical, masonry, etc.) for the purpose of providing enhancements and/or upgrades.
- Maintains tools and equipment for the purpose of ensuring availability in safe operating condition.
- Monitors buildings and facilities for the purpose of evaluating condition, identifying necessary repairs, and recommending preventive maintenance.
- Performs a variety of skilled trade functions (e.g., plumbing, painting, HVAC, carpentry, locksmith, etc.) for the purpose of completing projects within established time frames.
- Performs routine and preventive maintenance (e.g., fire extinguishers, drain cleaning, code cut keys, master key locks and repairs, etc.) for the purpose of ensuring the ongoing functioning of facilities.
- Repairs facilities, equipment, and systems for the purpose of ensuring a safe working condition.
- Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of items required to complete necessary installation and/or repairs.
- Responds to emergency situations 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.

Other 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, technical 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:

- adhering to safety practices;
- estimating required resources;
- handling hazardous materials;
- mechanical aptitude;
- operating standard office equipment including using pertinent software applications and office technology;
- operating tools, equipment, and materials used in trades, including power and hand tools;
- performing skilled maintenance involving carpentry, plumbing, and electrical trades.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include:

- job-related codes/laws/rules/regulations/policies;
- proper use and maintenance of tools and equipment used in various trades including carpentry, electrical, and plumbing;
- proper methods of storing equipment, materials and supplies;
- reading blueprints, schematics, and drawings;
- safe driving practices;
- safety practices and procedures;
- school safety and security practices;
- standard methods, materials, and tools used in assigned skilled trade.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related 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 diversity of individuals; work with similar types of data; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include:

- accuracy and attention to detail;
- adapting to changing priorities;
- analyzing issues and determining an appropriate course of action;
- communicating with diverse groups;
- displaying tact and courtesy;
- establishing and maintaining effective working relationships with others;
- inspecting buildings and/or grounds;
- meeting deadlines and schedules;
- operating motor vehicles;
- planning and organizing work;
- understanding and following oral and written directions;
- working as part of a team;
- working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized routines; providing information and/or advising others; operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact 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, significant climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling, significant fine finger dexterity. Generally the job requires 10% sitting,

50% walking, and 40% standing. The job is performed under some temperature variations and under conditions with exposure to risk of injury and/or illness.

Experience: Job related experience is required.

Education: High School Diploma or equivalent.

Equivalency: Graduation from high school or equivalent and two years of general experience in one or more maintenance trades.

Retention: In accordance with Education Code 45301, an employee appointed to this class must serve a probationary period of one hundred thirty (130) days of paid regular service (excluding days absent for illness or injury) during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

Required Testing

For those candidates who meet the minimum qualifications, the assessment process will consist of any one or more of the following: Screening for most qualified candidates, Training and Experience Evaluation, a Written Test, a Performance Test, and/or a Qualifications Appraisal Interview.

Certificates and Licenses

Valid California Class C Driver License

Continuing Educ. / Training

Clearances

Fingerprint and Background Clearance
Drug Test
Tuberculosis Clearance

FLSA Status

Non-Exempt

Approval Date

Revised: 06/11/2019

Salary Grade

Classified, Range 50