



Maintenance Technician

Classified Range: 42

Board Approved: 11/18/21 P. 1|5

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

Performs journey-level work in one assigned trade such as electrical, carpentry, painting, locksmithing, and/or plumbing; operates maintenance and construction tools and equipment; assists in performing other semi-skilled maintenance duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Maintenance Technician is a journey-level classification and is distinguished from the Maintenance Worker classification in the level of experience required and the scope of duties assigned. Employees in this classification perform skilled duties in one trade and semi-skilled work in other trades.

SUPERVISION RECEIVED AND EXERCISED

Receives limited direction from appropriate supervisor; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned student workers.

REPRESENTATIVE DUTIES – ALL TRADES

1. Performs skilled work in one assigned trade in the areas of electrical, carpentry, painting, locksmithing, plumbing; observes and complies with federal, state, and local codes, laws, and regulations.
2. Performs general unskilled and semi-skilled maintenance work and may assist in other trades.
3. Operates a variety of maintenance related equipment including power and hand tools; performs preventive maintenance and necessary repairs on equipment.
4. Troubleshoots and diagnoses a variety of building and maintenance related malfunctions and identifies a plan of action to resolve problems.
5. Inspects work site for any safety hazards or obstacles; ensures adherence to safe work practices and procedures.
6. Organizes and lays out assigned tasks; interprets plans, diagrams, blueprints, sketches, verbal instructions and specifications; works from verbal and written instructions and work orders.
7. Estimates materials and equipment needed for assigned projects; monitors inventory levels of materials and equipment; orders, receives, and maintains inventory of materials and equipment as needed.
8. Performs other duties related to the primary job duties.

REPRESENTATIVE SKILLED DUTIES

CARPENTER

Performs skilled carpentry work in the alteration, repair, and new construction of equipment and structures; ensures the maintenance and safety of District buildings and fixtures; receives and responds to work orders; ensures compliance with building, health and safety codes and standards. Constructs,



Maintenance Technician

Classified Range: 42

Board Approved: 11/18/21 P. 2|5

installs, maintains, and repairs woodwork, including cabinets, bookcases, shelves, doors, window frames, and furniture, performing mill and cabinet work as necessary; matches materials with color, grain or texture. Builds partitions; constructs walls using paneling and other decorative materials; installs, replaces, and repairs partitions and other items; cuts, fits, and hangs doors; installs and repairs drywall. Constructs and installs new windows and doors; replaces glass in existing windows and doors, as necessary. Operates a variety of specialized equipment including saws, drills, presses, and various other hand and power tools.

PAINTER

Performs skilled painting work, including using brushes, rollers, or spray guns in applying paint, varnish, shellac, enamel, lacquer, or other protective or decorative finishes to various surfaces such as wood, metal, glass, plaster, stucco, wall board, brick, asphalt, and cement. Applies under-the-finish coats to plaster walls and other surfaces; installs drywall and adds texture to the walls. Designs and fabricates signage for usage throughout the District; posts signage in accordance with applicable laws, regulations, guidelines, and rules.

LOCKSMITH

Performs a variety of skilled locksmith duties including construction, replacement, installation, adjustment, and repairs of various types of locks and lock hardware; cuts keys using a programmable computerized key cutting machine; maintains lock and key data; repairs and installs locks in doors and cabinets; rekeys locks; lubricates or replaces parts; maintains records of keys and key systems; adjusts and maintains door closers; installs doors and door hardware; assists in designing and maintaining key issuing protocol.

ELECTRICIAN

Performs a variety of skilled electrician duties including installation, maintenance, and repair of transformers, panel boards and branch circuit wiring; bends and installs various types of conduit and duct systems; installs raceways and panels; installs lighting systems, receptacles, fixtures and switches; fabricates brackets, holders and supports; installs, maintains and repairs motor control circuits; replaces and repairs outdoor lighting systems including parking lot pole lights. Installs, programs, and maintains computer-controlled lighting systems, emergency power/battery backup systems, solar power, and networked fire alarm computer programming. Installs and tests interior and exterior wiring for equipment and appliances; assembles and repairs lighting fixtures, wiring and controls; installs, and repairs sockets, capacitors, bulbs and other lighting parts, wiring and assemblies; repairs scoreboards and field lighting systems as needed; installs new electrical systems and equipment, including ballasts.

PLUMBER

Performs a variety of skilled plumbing duties; installs general plumbing systems and repairs existing systems; performs rough in, top out, and finish plumbing to replace broken pipes and clean plugged drains; performs routine maintenance on valve fittings, ballcocks, sloan flush valves, vacuum breakers, and other fixtures; makes sweat joints on copper pipe; cuts and threads iron pipe. diagnoses, repairs, and maintains boilers and related equipment such as valves, pumps, gauges, tubes and controls; may work on pneumatic controls and air compressors. Installs, tests, and maintains all types of plumbing equipment, including drains, water heaters, garbage disposals, valves, regulators, gas fuel-burning appliances, water and gas lines, sewers, flush valves, fixtures, swimming pool pumps, fire sprinkler equipment, and hydrants.



Maintenance Technician

Classified Range: 42

Board Approved: 11/18/21 P. 3|5

Cleans out drains and removes obstructions from water and sewer systems, dishwashers, disposals, pumps, toilets, urinals, and drinking fountains; inspects and repairs leaks and general system failures; repairs or replaces damaged pipes, tubing, and sewer lines.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

CORE COMPETENCIES:

Environmental Exposure Tolerance

- Performing under physically demanding conditions
- Accepts and endures the necessity of working in unpleasant or physically demanding conditions
- Shows established adaptation and performance under unpleasant or physically demanding conditions

Safety Focus

- Showing vigilance and care in identifying and addressing health risks and safety hazards
- Maintains high level of conscientious safety practice

General Physical Ability

- Using strength, endurance, flexibility, balance and coordination
- Applying motor and perceptual abilities requiring no specific technique, training or conditioning

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it



Maintenance Technician

Classified Range: 42

Board Approved: 11/18/21 P. 4|5

- May detect ambiguous, incomplete, or conflicting information or instructions**

Informing

- Proactively obtaining and sharing information

Mechanical Insight

- Chooses the right tool for the job
- Applies principles of mechanical advantage to get the work done
- Follows step-by-step assembly procedures, troubleshooting guides, and simple diagrams

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines

Education/Training:

Equivalent to the completion of high school supplemented by specialized training related to primary area of assignment.

Experience:

Two (2) years of experience that demonstrates journey-level skills in assigned area.



Maintenance Technician

Classified Range: 42

Board Approved: 11/18/21 P. 5|5

License or Certificate:

Possession of a valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in both indoor and outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, electrical energy and high voltage and all types of weather and temperature conditions; work at heights on scaffolding and ladders; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; works near moving mechanical parts.

Physical: Primary functions require sufficient physical ability and mobility to walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; frequently push, pull, lift, and/or carry moderate to heavy amounts of weight up to 50 pounds; occasionally push, pull, lift, and/or carry heavier amounts of weight with or without assistance; dexterity of hands and fingers to operate specialized hand and power tools and equipment; operate assigned equipment and vehicles; verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.