



**CLASS TITLE: MAINTENANCE WORKER II
UNIT 1**

BASIC FUNCTION:

Under the direction of the Director- Maintenance and Operations, perform a variety of skilled-level activities in the maintenance and repair of assigned facilities, utilities and equipment on an assigned shift; perform skilled-level tasks in carpentry, electrical work, basic locks, plumbing and painting; servicing and maintaining heating, ventilation and air conditioning (HVAC), provide guidance to maintenance personnel on special projects as assigned.

DISTINGUISHING CHARACTERISTICS:

The Maintenance Worker II classification is the intermediate-level position in the series. Incumbents work independently and perform skilled-level duties in the maintenance and repair of assigned facilities, utilities and equipment including tasks in carpentry, electrical work, heating, ventilation and air conditioning (HVAC), working with basic locks, plumbing and painting.

Lead Maintenance Worker is the advance-level position in the series; incumbents work independently and perform skill journey-level duties. The Maintenance Worker I classification is the entry-level classification in the series; incumbents work under close supervision and perform routine work in the maintenance, construction and repair of buildings, utilities and equipment.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of skilled-level activities in the maintenance and repair of designated facilities, utilities and equipment including tasks in carpentry, electrical work, HVAC, construction, plumbing and painting; receive, prioritize and respond to work orders in a timely and efficient manner.

Repair, modify, and/or construct articles and structures of wood or related materials such as doors, partitions, counters and furniture; repair and replace hardware; repair floors, walls, ceilings, roofs and windows; install basic locks and security equipment; repair wall board, stucco and sheetrock as needed.

Perform troubleshooting and repair to electrical fixtures, equipment, systems and other installations; replace light fixtures, ballasts, switches, fuses, plugs, and other electrical accessories; perform diagnostic tests on system components and replace defective wires and parts.

Perform a variety of skilled-level plumbing duties in the maintenance and repair of faucets, drinking fountains, toilets, urinals, sinks, pipes, valves, pumps and other fittings and fixtures; inspect and repair leaks, obstructions and general system failures.

Maintain, make routine adjustments and perform preventive maintenance on HVAC systems and equipment; diagnose basic malfunctions and determine repair needs; maintain and replace filters as necessary.

Perform skilled-level work in the installation, maintenance, repair and alteration of basic locks on doors and cabinets; re-key cores and locks as needed.



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Train and provide guidance to maintenance personnel as needed.

Perform regular safety checks of facilities to assure compliance with established laws, codes and regulations; identify and resolve safety hazards; respond to and resolve emergency situations as required.

Prepare surfaces for painting; apply paint or other protective or decorative material on a variety of surfaces; paint over graffiti as needed; operate a brush, roller or spray gun to apply a variety of surface coverings to various surfaces; clean brushes, tools and other equipment.

Organize and lay out maintenance, repair, installation and construction tasks; estimate time, material and equipment requirements for assigned projects.

Operate and maintain a variety of hand and power tools and equipment such as drills, saws, presses, grinders and others.

Assemble and transport various furniture and equipment as directed; load and unload equipment and supplies.

Communicate with personnel and various outside agencies, in accordance with job responsibilities, to exchange information, coordinate activities and resolve issues or concerns.

Maintain and update various records related to safety, expenses, work orders, project status and assigned activities.

Perform preventive maintenance on equipment and utilities including replacing and servicing parts and components.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, materials, tools, terminology and equipment used in the building maintenance trades including electrical work, HVAC, carpentry, locksmithing, plumbing and painting.

Proper methods of storing equipment, materials and supplies.

Requirements of maintaining facilities, utilities and equipment in good repair.

Operation of a wide variety of hand and power tools and equipment.

Shop math applicable to the building trades.

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

Technical aspects of the building maintenance trades.

Preventive maintenance principles and practices.

Health and safety regulations and procedures.

Record-keeping techniques.

Oral and written communication skills.

Proper lifting techniques.



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ABILITY TO:

Perform a variety of skilled-level activities in the maintenance and repair of facilities, utilities and equipment including tasks in carpentry, electrical work, HVAC, construction, plumbing and painting.

Operate a wide variety of hand and power tools and equipment related to the building trades.

Receive, prioritize and respond to work orders in a timely and efficient manner.

Organize and lay out work.

Inspect, diagnose, maintain, repair or replace a variety of parts and equipment.

Work independently with little direction.

Estimate material and supply needs.

Observe health and safety regulations.

Maintain records related to work performed.

Interpret, apply and explain applicable fire regulations and safety precautions.

Understand and follow written and oral instructions.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Perform heavy physical labor.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by specialized training in building maintenance or a related field and four years skilled-level experience in two or more of the maintenance trades.

LICENSE AND OTHER REQUIREMENTS:

Valid California Driver's License

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.

Regular exposure to fumes, dust, dirt, oil/grease.

Seasonal heat and cold or adverse weather conditions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of tools and equipment. Hearing and speaking to exchange information.

Seeing to perform maintenance duties.

Lifting, carrying, pushing or pulling heavy objects as assigned by the position.

Reaching overhead, above the shoulders and horizontally.

Bending at the waist, stooping, kneeling or crouching.

Climbing ladders and working from heights.

Standing for extended periods of time.

HAZARDS:

Working around and with machinery having moving parts.

Working at heights.



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Power saws and flying debris or nails.
Exposure to fumes from paints and solvents.