Position: Multi-Craft Maintenance Specialist	Salary Grade: 22
Department: M&O	FLSA: Non-exempt

Summary

Provides a variety of skilled work in the maintenance, alteration and repair of facilities and buildings. Works primarily in several areas of specialization (locksmith, painter, roofing, masonry, general carpentry, for example), yet is fully qualified and capable of performing related work at this level of skill and assisting others in their specialty.

Essential Duties and Responsibilities

- Inspects, performs repairs, services and maintains facilities and buildings of the District.
- Performs a variety of painting and varnishing duties. Paints walls, doors, rooms, buildings, parking lots, and other surfaces as required. Uses spray equipment or brushes. Prepares and finishes various surfaces. Prepares surfaces by water blasting, scraping, using commercial paint removers, fills cracks and holes or sizing plaster walls. Applies paint, varnish, and other protective and decorative finishes in a manner that reflects senior-level skill and ability. This means all surfaces are finished to comply with applicable building codes, District standards, and the usage or exposure of the surfaces.
- Performs urgent plumbing repairs. Inspects, maintains, and repairs complete plumbing systems, including fluid flows (e.g., natural gas) in addition to water and sewage.
- Performs a variety of journey-level carpentry duties. Constructs, fabricates, installs, repairs or replaces doors, walls, signs, desks, counters, shelves, shelf units, computer tables, chairs, benches, tables, sheds, scaffolds, forms, frames, window frames, fences and stairways. Participates in the construction of temporary and permanent buildings and structures.
- Performs a variety of locksmith duties. Installs, repairs, and replaces locks on doors, desks, and lockers.
- Inspects roofs. Repairs roof leaks and potential roof leaks. Performs preventive maintenance of roofs. Documents work performed and overall roof conditions.
- Performs a variety of masonry duties including construction and repair of masonry walls, screens, retaining walls, benches, edgings and facings.
- Glazes and fits windows.
- Participates in projects such as wiring communications lines between and within structures.
- Maintains required records and makes reports. Prepares reports on work completed and materials used.
- Performs basic preventive maintenance servicing on air-conditioning and heating systems. Changes filters. Greases and oils bearings, motors, and compressors per specifications and standing procedures.
- Performs basic electrical servicing and installation such as changing and installing lights, ballasts, outlets, and switches, following established procedures.
- Operates and may perform minor maintenance of equipment including light tractors, skip loaders, forklift and other labor saving devices.
- May train and guide the work of student workers assisting with maintenance.
- Performs a variety of duties relative to the current classification.

Qualifications

Knowledge and Skills

- Requires in-depth working knowledge of the principles, practices, methods, techniques, materials, tools, equipment, layouts and set-ups used in the incumbent's area of specialization.
- Requires a working knowledge of the uses and purposes of general maintenance, hand and power tools and equipment.
- Must be thoroughly familiar with safety orders of the California OSHA related to area of specialty.
- Requires sufficient communications skills to convey information to co-workers and contractors.

Abilities

- Requires the ability to perform the essential duties in the area of specialization at the journey level with minimal supervision.
- Must be able to use and maintain all of the tools, equipment, vehicles used during routine performance of duties.
- Requires the ability to organize and guide others in projects within the incumbent's area of specialization.
- Requires the ability and initiative to independently develop methods and techniques in the interest of effectiveness and efficiency.
- Must be able to read and understand blueprints and schematic drawings.
- Must be able to understand and follow oral and written instructions, maintain routine records and interpret plans and specifications found in area of specialization.
- Must be able to obtain cooperation of and maintain harmonious relations with the employees in other departments contacted during routine performance of duties.
- Requires the ability to work variable schedules and travel to all College sites to complete projects and support special events.

Physical Abilities

Requires the ability to stand for extended periods of time, walk up to 400 yards, and manipulate (lift, carry, move) light to heavy weights of up to 75 pounds on a regular basis. Requires the ability to push, pull, and guide materials over 75 pounds. Climbs (e.g. ladders), stoops, kneels, and crouches on a regular basis. Requires sufficient hand-eye coordination, hand and finger dexterity including ability to grasp, and visual acuity to operate specialized equipment and read technical (including blueprints) and safety information. May require the ability to work in extreme temperature conditions.

Education and Experience

The position requires a high school diploma or equivalent plus specialized training in one or more of the building trades (general carpentry, painting, electrical, masonry, locksmith, or roofing). Requires a minimum of 4 years experience at the journey level performing skilled tasks in at least two areas of specialization such as woodworking, metal trades, electrical, HVAC, preventative maintenance, or plumbing. Requires a valid California Driver's License and Forklift certificate.

Board Approved: May 15, 2019