



BUILDING MAINTENANCE MECHANIC III

Reports to: Facilities Manager

Dept: Facilities

Range: 25

FLSA: Nonexempt

EEO: Service and Maintenance

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 by individual positions.

BASIC FUNCTION:

Under general supervision, oversee and perform skilled maintenance and repair of district buildings and facilities; coordinate with service contractors; maintain facilities in a safe and secure condition; maintain district lock, key and alarm systems; support campus fiber optic system; and perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

A Building Maintenance Mechanic III is distinguished from Lead Building Maintenance Mechanic in that an incumbent in the latter class provides lead-level work direction to skilled and semi-skilled facilities staff. A Building Maintenance Mechanic III is distinguished from the Building Maintenance Mechanic II in that an incumbent in the former class possesses advanced journey-level knowledge/skill in at least one building trade and journey-level skill in additional trades.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Maintain safe facilities; respond to work order requests and perform journey-level repair, installation and troubleshooting of all facility electrical systems including the installation of bus transfer switches, ballasts, relays, motors, transformers, controllers, conduit and cables; perform preventative maintenance including cleaning electrical components, bus bars, relays and controllers; identify issues requiring assistance from outside contractors.
2. Provide facilities support to the campus fiber optic communication system; coordinate installation, design modifications and system maintenance and repair with contractors.
3. Plan, program and maintain the electronic access control, integrated security system and BEST computerized lock and key system; install, repair or replace locks, door closers, latches, hinges and related hardware; unlock and lock doors and gates as required; repair and test building fire alarms.

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4. Install, maintain, diagnose, repair and/or replace plumbing fixtures and flushing mechanisms, ballasts, water faucets, valves and seals, drinking fountains, fittings and gaskets; utilize appropriate tools to clean and clear clogged drains and obstructed sewer lines.
 5. Inspect heating, ventilation and air conditioning systems; routinely check belts, filters, coolants and lubricants; monitor operation and make adjustments to control levels of fluid, pressure or temperature in refrigeration and air conditioning systems; operate computerized building control energy management systems.
 6. Prepare and paint a variety of surfaces; apply wood finishes, stains and sealers; perform masonry, concrete and asphalt repair; inspect and repair roof leaks; clear gutters and downspouts; install flashing, weather stripping, gutters, downspouts and roof drains.
 7. Coordinate with outside contractors as required; conduct job walks and inspect the work of outside contractors.
 8. Utilize computerized letter-making machine to generate self-adhesive letters and symbols for signage for directories, doors, passageways, classrooms, offices and buildings; design, fabricate and install signage; perform ongoing upkeep and revisions to existing district signage.
 9. Order and procure parts, materials, equipment and supplies as needed to accomplish day-to-day operations and assignments.
 10. Make oral and written reports for work performed; maintain maintenance records for pumps, motors, and compressors; maintain records and files related to vendors, keys, locks and combinations; complete and submit work orders and timesheets; attend meetings; participate in safety training.

OTHER DUTIES:

1. Provide lead-level work direction to assigned student workers including training, scheduling and work inspection.
2. Reset and adjust time clocks controlling automatic lighting, heating and air conditioning.
3. Remodel offices and classrooms; design, fabricate, install and modify shelves, partitions and counters; repair broken or damaged furniture, damaged floors, ceiling tiles, hand shades, bulletin boards, chalk boards, pictures and plaques.
4. Construct and/or make repairs to broken metal fixtures, components and other hardware by arc or acetylene welding.
5. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

1. Advanced journey-level techniques and maintenance/repair processes in at least one building trade, and journey-level processes for the other trades.
2. Methods, standards and equipment used in the operation, inspection, preventive maintenance and repair of buildings and appurtenant equipment and fixtures.
3. Operation of hand and power tools and equipment common to several skilled maintenance trades.
4. Methods, procedures, tools and materials used in electrical and/or heating and air conditioning systems, as well as troubleshooting motor control circuits.
5. Methods of laying out and installing, repairing and maintaining water, sewer and other piping systems.
6. Electronic and digital control systems.
7. Fiber optic systems, codes and requirements.
8. Applicable building and safety code requirements.
9. Master lock systems and cylinder servicing.
10. Computer programs specific to the district's building automation system including basic programming language communication (PLC) protocols, topology and networking.
11. Safety hazards and necessary safety precautions/policies sufficient to establish a safe work environment for self and others.
12. Shop mathematics.
13. Written and oral communication skills including correct English usage, grammar, spelling, punctuation and vocabulary.
14. Uses and operations of computers, standard business software and specialized database and spreadsheet applications.
15. Basic recordkeeping techniques.
16. District organization, functions, rules, policies and procedures applicable to assigned areas of responsibility.

ABILITY TO:

1. Work independently with limited supervision.
2. Perform skilled or advanced building maintenance and repair work applicable to the building trades.

3. Operate and maintain specialized tools used in plumbing, electrical, locksmith, HVAC, carpentry, painting and related building trades in a safe and efficient manner.
4. Coordinate and inspect contracted maintenance work.
5. Operate, monitor, maintain and perform basic programming and repair of the district's building automation systems.
6. Read and understand mechanical and electrical blueprints, drawings and schematics.
7. Prepare and maintain basic records accurately.
8. Operate a computer related to area of assignment.
9. Communicate effectively, both orally and in writing.
10. Understand and follow written and oral instructions.
11. Establish and maintain effective working relationships with all those encountered in the course of work.

EDUCATION AND EXPERIENCE:

Graduation from high school or GED equivalent, and at least four years of journey-level experience in multiple skilled building trades and one year of advanced journey-level experience in a single building trade; or an equivalent combination of training and experience.

LICENSES AND OTHER REQUIREMENTS:

A valid California driver's license and the ability to maintain insurability under the district's vehicle insurance program.

Certified Fiber Optic Technician must be obtained within six months of appointment and maintained as a condition of continued employment.

Successful completion of training and continuing education on electronic access control systems is required.

Electrical and/or plumbing certification is desired.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

May provide work direction to lower-level workers in department.

CONTACTS:

District administrators, faculty, staff, students and the general public.

PHYSICAL EFFORT:

The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Heavy physical labor with constant standing and walking for extended periods; walking over rough or uneven surfaces; frequent pushing, pulling, lifting and carrying of heavy objects weighing up to 75 pounds; frequent bending, stooping and kneeling; repetitive use of upper extremities on a regular basis; manual dexterity to operate motorized equipment and vehicles in a safe manner; ability to operate an electric cart to pick up/deliver supplies to campus locations; ability to travel to various locations on and off campus as needed to conduct district business.

EMOTIONAL EFFORT:

Ability to develop and maintain effective working relationships involving interactions and communications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to effectively work alone or as a crew member; ability to work effectively under pressure on a variety of tasks concurrently while meeting established deadlines and changing priorities.

WORKING CONDITIONS:

Indoor and outside environment in all weather conditions including rain and extreme heat; exposure to sun for extended periods of time; work on slippery or uneven surfaces; work while wearing personal protection equipment including respirators, protective gloves and footwear, face shields, goggles, spray suits and rain suits; subject to exposure to dust, dirt, oil/grease, gasoline, diesel fuel, smoke and pollen; subject to exposure to hazardous materials such as pesticides, herbicides, solvents and other toxic chemicals and fumes; exposure to extreme noise and fumes/exhaust from equipment and vehicle operation; work with or around dangerous equipment and machinery with moving parts. May be required to work at any district location with occasional evenings, holidays and/or weekends on an as-needed basis; occasional local travel may be requested.