



## Job Description

**JOB TITLE:** FACILITIES MAINTENANCE SPECIALIST-EXTENSION SITE  
**PAY GRADE:** CL 20  
**LAST REVISED:** 01/01/2011

*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. Additional or different duties from the ones set forth below may be required to address changing business needs/practices.*

### **SUMMARY DESCRIPTION**

Under general supervision, provides maintenance and repair services for facilities and equipment, including general heating/ventilation/air conditioning (HVAC) systems for operations and programs at an assigned extension site. May be required to work evenings, nights, and weekends.

**REPRESENTATIVE DUTIES** - *The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Installs, tapes, and textures drywall; paints, varnishes, or stains walls, doors, floors, and furniture; lays carpet and linoleum; repairs drop ceilings.
2. Performs journey level carpentry duties; designs and builds walls, structures, display cases, shelves, and tables; installs doors and fences, including electronic door mechanisms and automatic doors; installs and repairs locks and latches.
3. Inspects and repairs roofs, gutters, and downspouts; performs masonry duties, including foundation, curb, footing, retaining wall, and walkway repair.
4. Performs journey level plumbing installation and repair; unclogs and repairs sewer lines; installs valves, water heaters, faucets, and sinks.
5. Performs journey level electrical duties; installs, maintains, and repairs industrial and commercial electrical distribution systems, wiring for energy management systems, and fixtures, including ballasts, lighting control systems, motors, heaters, generators, switchboards, and pumps.
6. Repairs and replaces cafeteria equipment, including walk in freezers and refrigerators, ovens, meat cutters, garbage disposals, sinks, and drains.
7. Inspects, tests, and repairs small and large appliances, smoke and heat sensors, fire alarms, emergency lighting; replaces batteries as needed.
8. Responds to reports of alarms, leaks, suspicious odors, electrical problems, power outages, HVAC problems, or elevator malfunctions; may be required to respond after normal working hours.
9. Repairs, modifies, and adjusts computer-controlled HVAC equipment scheduling and temperature settings.
10. Mops and vacuums floor; empties trash cans; cleans windows, mirrors, and partitions; cleans and disinfects restrooms; cleans classrooms and restocks supplies as necessary.
11. Scrubs and/or strip waxes floors; cleans and hoses off building exteriors, walkways, and stairs; cleans and polishes wood furniture.



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12. Completes maintenance work orders; organizes and implements custodial support for special projects and activities at assigned sites.
13. Sets up and takes down equipment for special events and activities at assigned sites; transports supplies to various locations for special events and activities at assigned sites; rearranges and moves office furniture, as directed.
14. Operates maintenance equipment, including aerial lifts, forklifts and loaders; performs minor maintenance work on equipment as necessary.
15. Maintains inventory of parts and supplies; locates vendors and orders parts and supplies as needed.
16. As assigned, assumes responsibility for maintaining security of buildings and facilities; operates and maintains computer controlled locking system; locks and unlocks doors.
17. Assists with ice and snow removal.
18. Trains and provides work direction to assigned student workers and temporary help as assigned.
19. Performs related duties as required.

**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.*

**Knowledge of:**

National, state and local building/construction codes and standards.  
HVAC systems  
Operational characteristics of digital controls.  
Construction, carpentry, flooring, and plumbing, and electrical installation, maintenance, and repair.  
Plumbing, cabinetry, locksmithing.  
Small to large engine/motor maintenance and repair.  
Hand tool and power equipment operation.  
Truck, forklift, and aerial lift operation.  
Mechanical and electronic air balancing procedures and techniques.  
Water treatment techniques.  
Energy conservation concepts, practices and techniques.  
Fire prevention system concepts, practices, and techniques.  
Safety practices and procedures.  
Proper lifting and body movement techniques.  
Practices and procedures for handling of hazardous materials.  
Principles and practices of record keeping.

**Ability to:**

Understand and apply national, state, and local building/construction codes and standards.  
Understand, operate, maintain and repair HVAC systems  
Operate building, construction, and trades machinery; equipment, trucks and forklifts properly and safely.  
Read and interpret blueprints, schematics, and drawings.  
Respond to emergency situations and follow proper safety procedures.  
Learn District policies and procedures.  
Work independently and collaboratively.  
Prioritize workload.  
Maintain effective working relationships with students and staff.



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Follow oral and/or written directions.  
Train and supervise student and/or other temporary help.  
Perform basic bookkeeping functions.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

Equivalent to the completion of the twelfth grade supplemented by specialized training in electrical principles, heating, ventilation, refrigeration, and air conditioning repair and maintenance.

**Experience:**

Three years of experience at the journey level in some or all of the following: electrical, plumbing, carpentry, and HVAC trades.

**License or Certificate:**

Possession of a valid California driver's license.

Possession of, or ability to obtain, a Forklift Certificate.

Possession of, or ability to obtain, a Hazardous Materials Awareness Training Card.

Possession of, or ability to obtain, a Bloodborne Pathogens Exposure Control Program Certificate.

**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 environments; travel from site to site; exposure to heights, noise, dust, electrical energy, grease, smoke, fumes, noxious odors and gases; exposure to inclement weather; work and/or walk on various types of surfaces including slippery or uneven surfaces.

**Physical:** Primary functions require sufficient physical ability and mobility to perform moderately strenuous manual labor; to stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull moderate to heavy amounts of weight; dexterity of hands and fingers to operate specialized hand and power tools and equipment; operate assigned equipment; to stand and walk for extended periods of time; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

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

Johnson & Associates  
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