

JOB TITLE: Facilities Maintenance Specialist - Extension Site
PAY GRADE: CL 20
LAST REVISED: July 2025

*Job Descriptions/Class Specifications are intended to present a descriptive list of the range of duties performed by employees in the job and are **not** intended to reflect all duties performed within the job.*

Sierra College has a strong commitment to the achievement of equity and inclusion among its faculty, staff, and students and values the rich, diverse backgrounds that make up the campus community. A strong candidate for this position must have the understanding and ability to successfully support individuals with varying backgrounds. This includes persons with disabilities, various gender identities and sexual orientations, as well as individuals from historically underrepresented communities and other groups. Our District is committed to providing strategies for success and proactive student-centered practices and policies focused on eliminating equity gaps to ensure the District provides an inclusive educational and employment environment focused on strategies for success and equitable outcomes for all.

SUMMARY DESCRIPTION

Under general supervision from assigned manager, 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. Mops and vacuums floors; empties trash cans; cleans windows, mirrors, and partitions; cleans and disinfects restrooms; cleans classrooms and restocks supplies, as necessary.
2. 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.
3. Repairs, modifies, and adjusts computer-controlled HVAC equipment scheduling and temperature settings.
4. Installs, tapes, and textures drywall; paints, varnishes, or stains walls, doors, floors, and furniture; lays carpet and linoleum; repairs drop ceilings.
5. 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.
6. Performs journey level plumbing installation and repair; unclogs and repairs sewer lines; installs valves, water heaters, faucets, and sinks.
7. 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.
8. Scrubs and/or strip waxes floors; cleans and hoses off building exteriors, walkways, and stairs; cleans and polishes wood furniture.
9. Provides cleaning and maintenance assistance related to weather activities (i.e., minor flooding, snow/ice removal, leaf/branch removal).
10. Inspects and repairs roofs, gutters, and downspouts; performs masonry duties, including foundation, curb, footing, retaining wall, and walkway repair.
11. Completes maintenance work orders; organizes and implements custodial support for special projects and activities at assigned sites.
12. 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.

13. Operates maintenance equipment, including forklifts, scissor lifts, pallet jack, boom lifts, grade-alls, tractors/ backhoes, flatbeds, liftgates, electric vehicles, and loaders; performs minor maintenance work on equipment, as needed.
14. Maintains inventory of parts and supplies; locates vendors and orders parts and supplies as needed.
15. Repairs and replaces cafeteria equipment, including walk-in freezers and refrigerators, ovens, meat cutters, garbage disposals, sinks, and drains.
16. Inspects, tests, and repairs small and large appliances, smoke and heat sensors, fire alarms, emergency lighting; replaces batteries as needed.
17. Performs tree and shrub trimming and removal; installs and repairs irrigation; conducts weed abatement; revegetation.
18. As assigned, assumes responsibility for maintaining security of buildings and facilities; operates and maintains computer controlled locking system; locks and unlocks doors.
19. Performs locksmith duties; installs, repairs, and replaces handled locksets, hinges, adjusting doors access closures and remotes, doors, frames, panic bars, thresholds, cabinet hardware, padlocks, and latches; installs, troubleshoots, and repairs electronic door mechanisms for the Door Access Control system; uses spreadsheets to calculate and pin cores for locks and to cut, copy, and catalogue all keys used on the campus.
20. Uses a variety of software systems for tracking and maintaining data, including, but not limited to, logging and tracking all assigned keys, to support lockbox for lockable key storage, and to operate, maintain, and edit building door schedules for the Door Access Control system and all employee's fobs.
21. Notifies Community Safety Department of suspicious activity and/or persons in need of assistance.
22. Provides onboarding support, general work training, guidance, supervision assistance, and directs activities of students or temporary employees.
23. Performs related duties that support the overall objective of the position.

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:

- Federal, state, and local building/construction codes and standards.
- Journey level electrical, plumbing, carpentry, locksmith, and commercial painting work methods, practices, techniques, and procedures.
- Operation of boilers, chillers, air handlers, and HVAC systems.
- Procedures, repairs, techniques, and concepts of mechanical and electronic air balancing, electrical and electronic systems, and energy conservation.
- Operational characteristics of digital controls.
- Small to large engine/motor maintenance and repair.
- Water treatment techniques.
- Concepts, practices, and techniques of fire prevention systems.
- Equipment calibration techniques.
- Principles and practices of record keeping.

Ability to:

- Operate, maintain, and repair HVAC systems.
- Operate trucks, forklifts, scissor lifts, boom trucks, chain hoists, electric high-lift equipment, and maintenance equipment, including hand and power tools.
- Read and interpret engineering drawings, sketches, blueprints, schematics, and building and fire codes.
- Practice safety precautions, techniques, and procedures, including safe lifting techniques, "lock-out/tag-out", and safe handling, storage, and disposal of hazardous materials, including refrigerants.

- Plan and organize work to meet changing priorities and deadlines.
- Perform basic record keeping functions.
- Use computers and related technology sufficiently to perform the duties of the classification, including software or web-based work order system, to receive and report work needed and work completed.
- Communicate clearly and concisely, both orally and in writing, including, but not limited to, electronic communications via District assigned smart phone or personal computer (PC).
- Follow oral and written directions.
- Provide onboarding support, general work training, guidance, supervision assistance, and direct activities of students or temporary employees.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Coordinate with staff and others to minimize delays or interruptions to District activities.
- Respond to emergencies.
- Work independently and collaboratively.
- Apply District policies and procedures.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that demonstrates the required above knowledge and abilities is qualifying. Examples of ways to obtain the above knowledge and abilities could include, but are not limited to, the following:

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/Certificate - Possession of, or ability to obtain within a reasonable timeframe, each of the following:

- Valid California Driver's License.
- Asbestos Awareness Training Certificate.
- Bloodborne Pathogens Exposure Control Program Certificate.
- Forklift Certificate.
- Hazardous Materials Awareness Certificate.
- Locksmith 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.