

JOB TITLE: Facilities Maintenance Technician
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 a variety of skilled construction, alteration, maintenance, and repair of facilities and buildings. This position works primarily in one of several areas of specialization but is fully qualified and capable of performing work and assisting others in a different specialty; and performs a variety of tasks relative to assigned area of responsibility.

REPRESENTATIVE DUTIES

The following duties are typical for this job 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, maintains, troubleshoots, and repairs electrical distribution systems and fixtures; installs, adjusts, repairs, or replaces interior, exterior and emergency electric lights, motors, heaters, generators, transformers, switchboards, and other electrical apparatus; installs transmission lines for electrical equipment while practicing appropriate safety precautions for "lock-out / tag-out" and using multimeters for testing equipment.
2. Performs a variety of latex and oil base painting and varnishing duties including, but not limited to, oil base lacquers and paint strippers; prepares and finishes various surfaces using cleaning and or etching chemicals; paints walls, doors, rooms, buildings, and parking lots using striping machine, spray equipment, rollers or brushes; finishes surfaces to comply with applicable building codes or District standards.
3. Performs plumbing duties; inspects, maintains, and repairs natural gas, domestic water, sewer, propane, complete plumbing systems, including high pressure water and sewer lines, water heaters, pump seals, angle stops, supply lines, drinking fountains, faucets, toilets, sinks, urinals, sewer, storm and domestic drain lines and valves; performs detection and "hydro-jet" tasks around campus to clear domestic and sewer lines; performs cast line work, including replacing and operating valves and re-lighting pilot lights for all kitchen equipment and water heaters around campus.
4. Performs carpentry duties; constructs small structures; fabricates, installs, repairs, or replaces doors, walls, signs, desks, counters, shelves, siding, roofing, windows, flooring (carpet/vinyl composition tile (VCT)/ laminate/ rubber base), soundboard, fencing, steps, ramps and storage units; participates in the construction of buildings and structures using wood and metal studs, drywall, plywood sheeting, siding, and a variety of roofing material and weatherproof membranes according to local codes and ordinances.
5. Performs a variety of masonry duties; demos, patches, replaces, and builds forms for pouring and finishing concrete and asphalt; installs concrete masonry unit (CMU) block, benches, edgings, faces and tile using mortar and grout.
6. Inspects, tests, cleans, and repairs smoke and heat sensors, fire alarms, pulls, and panels; conducts maintenance on fire sprinkler flow switches; resets fire alarm panels and tests wiring connections.
7. Inspects roofs for leaks and potential leaks; repairs leaks and performs preventative maintenance.
8. Performs safety setup duties; sets up safety equipment around trenches, construction zones, sets up barricades, delineators, cones, signage, and caution tape for safety.

9. 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 necessary.
10. 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.
11. 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.
12. Coordinates the maintenance and closures of pools with pool staff; maintains swimming pools and water reservoir/treatment pools to comply with applicable health and safety standards; checks and operates valves to regulate water level and regulates boilers to control temperature; uses chemical testing kits to chemical levels, and control valves; maintains pumps, valves, filters, chlorinating equipment and filter material dosing equipment; maintains, adjusts, and operates a digital "ChemTrol" controller to monitor and dose chemicals in the pool water.
13. Inventories, stores, orders, and handles a variety of hazardous chemicals.
14. Participates in project/management with outsourced and/or contracted projects.
15. Maintains required records and makes reports; prepares reports on work completed and materials used.
16. Provide onboarding support, general work training, guidance, supervision assistance, and direct activities of students or temporary employees.
17. Notifies Community Safety Department of suspicious activity and/or persons in need of assistance.
18. 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 fire and building/construction codes and standards.
- Basic to journeyman level electrical, plumbing, carpentry, locksmith, and commercial painting work methods, practices, techniques, procedures, and repair methods.
- Fire prevention system operation, maintenance, and repair techniques.
- Layout and fabrication techniques.
- Swimming pool maintenance techniques, including pool chemistry.
- Principles and practices of record keeping.
- Elevator emergency safety and evacuation procedures and posts operating permits.

Ability to:

- Perform basic to journey level electrical, plumbing, framing, masonry, carpentry, locksmith, and commercial painting work skillfully and in a timely manner.
- 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.
- Operate, maintain, and repair fire prevention systems.
- Lay out and fabricate specialized tools and other items.
- Estimate scope of written and/or oral orders and secure necessary tools, equipment, and materials to complete assignments expeditiously.

- Maintain swimming pools, including pool water chemistry.
- Plan and organize work to meet changing priorities and deadlines.
- Perform basic record keeping functions.
- Uses computer 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 or 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 or General Educational Development (GED).

Experience

- Three years of facilities maintenance experience from basic to journey level which typically includes electrical, plumbing, carpentry, locksmith, and painting tasks.

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 noise, dust, electrical energy, grease, smoke, fumes, noxious odors, and gases; work and/or walk on various types of surfaces, including slippery or uneven surfaces. Positions may be required to work evenings, nights, and weekends.

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 up to 80 pounds; dexterity of hands and fingers to operate specialized hand and power tools and equipment; operate assigned equipment; work overhead while on a ladder, 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.