



# CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

## Job Class Description

<b><u>GENERAL MAINTENANCE &amp; REPAIR MECHANIC</u></b>			
<b>DEPARTMENT/SITE:</b>	Facilities, Maintenance, and Operations	<b>SALARY SCHEDULE:</b>	Classified Bargaining Unit
		<b>SALARY RANGE:</b>	30 per 2023-2024 Schedule
		<b>WORK YEAR:</b>	12 Months (260 Days)
<b>REPORTS TO:</b>	Director Facilities, Maintenance, and Operations or assigned supervisor	<b>FLSA:</b>	Non-Exempt

**BASIC FUNCTION:**

Perform a variety of skilled tasks in maintenance repair throughout the District independently or as part of a crew; complete general maintenance/repair jobs in the areas of carpentry, electrical, air conditioning, heating, painting, plumbing, plastering, tiling, locksmith, roofing, brick/cement, masonry, and glazing. The incumbents in this classification assist in supporting students by ensuring safe and healthy classrooms and work environments for staff and students which directly supports student learning.

**DISTINGUISHING CHARACTERISTICS:**

The **Maintenance Services Technician** classification is the entry-level classification in the series. Incumbents typically perform routine or semi-skilled maintenance and repair work under supervision and close direction in support of projects in various building trades and repair of buildings, utilities, and equipment. The **General Maintenance Repair Mechanic** classification is the mid-level range position in the series. Incumbents work independently and perform a variety of semi-skilled to skilled duties in the maintenance and repair of assigned facilities, utilities, and equipment including tasks in electrical work, HVAC, construction, plumbing, carpentry, and welding. The **Asbestos Technician/General Maintenance Repair Mechanic** classification is the highest level in the series. An incumbent of this class is a skilled journey-level professional proficient in executing independently under general direction a comprehensive range of tasks within one or more specific trades. In addition, this role involves conducting specialized asbestos control procedures during inspections for and removal of asbestos-containing building materials (ACBM). An incumbent of this class is expected to work independently and be able to identify those problems that need referral to more specialized trades personnel or to the supervisor.

**ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

Perform a variety of semi- to skilled duties in the maintenance and repair of designated facilities, utilities, and equipment independently or as part of a crew including tasks in electrical work, HVAC, construction, plumbing, carpentry, welding, and minor fabrication; respond to work orders and organizational needs in a timely and efficient manner.

Perform plumbing and repairs as directed; remove and replace faucets; assist in repairing and replacing valves, fittings, ballcock, and other fixtures; pack faucets; dig trenches for sewer drain drains and water lines; unclog drains.

Repair cabinets, bookcases, and a variety of classroom equipment; install and repair floor and ceiling tiles, roofs, shelving, and bulletin boards; assist in alterations, repairs, and construction of articles and

structures of wood as directed.

Repair, alteration, minor fabrication, installation, and maintenance of various types of metal, parts, and equipment utilizing metal inert gas (MIG), tungsten inert gas (TIG), plasma cutter, oxyacetylene and arc welding, soldering, and brazing processes; ensure compliance with established safety and health guidelines and regulations.

Form and prepare concrete slabs for a variety of projects as assigned; level and dig ground areas; form trenches; mix, pour, finish, and cut concrete and minor asphalt patching according to work order specifications.

Perform general maintenance and repair to roofs; locate and repair leaks in roofing material; repair and replace ceramic and composite roofing tiles.

Repair and install playground equipment; repair and replace sections of modular equipment, slides, swings, landings, and wall partitions.

Install and replace glass in facilities and equipment; remove putty and broken glass from windows, doors, skylights, walls, cabinets, light fixtures, and related materials; measure size of opening; cut and set new glass.

Repair or replace basic door hardware, as required, including removal of obstructions and adjustments of hardware.

Install, repair, and replace fencing and other surrounds; install gates, wrought iron, chain link, and other fencing.

Maintain and make repairs to outlets, switches, light ballasts, and power equipment.

Perform HVAC repairs as directed, including installation or replacement of filters; replace drive belts; clean condensate coils; service and/or replace condensate lines.

Perform preventative maintenance and/or repair 2- and 4-cycle engine and equipment repairs on mowers, blowers, edgers, weed eaters, and chippers.

Perform preventive maintenance on equipment and utilities including replacing and servicing parts and components; troubleshoot, repair, or replace switches, receptacles, engine valves, and belts; assist with repairs to bells, clocks, lighting circuits, and other equipment.

Operate a variety of equipment including welders, meters, bobcats, mini-excavators, forklifts, power saws, mixers, and various hand and power tools.

Expedite general maintenance requests; work from oral and written instructions and work orders; respond to emergency repair needs as requested.

Estimate labor, material, and equipment needed for assigned projects; monitor inventory levels of materials and equipment; research, order, receive, and maintain inventory of materials and equipment as needed.

Confer with school administrators and supervisor regarding needs.

Observe established health and safety regulations.

Assist other maintenance personnel as assigned.

Maintain and review work order database and update work order status.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Common methods, materials, and equipment used in carpentry, plumbing, electrical, and mechanical trades.

Proper operation, maintenance, and repair of machines and equipment.

Proper health and safety requirements.

Mathematical calculations.

Methods, materials, tools, and equipment used in welding and minor metal fabrication.

Operation and proper maintenance of tools, equipment, and machinery used in the building trades.

Basic preventive maintenance principles and practices.

Requirements of maintaining buildings in a safe, clean, and orderly condition.

Appropriate safety precautions and procedures.

Oral and written communication skills.

Basic record-keeping techniques.

Proper lifting techniques.

Safety precautions related to the use of tools and equipment related to the building and mechanical trades.

Safety precautions related to the welding of stainless steel and galvanized materials.

**ABILITY TO:**

Understand the electro-mechanical principles of a trade area at a level sufficient to identify problems and perform tasks independently, safely, and completely.

Perform skilled welding and minor metal fabrication work in the repair, alteration, installation and maintenance of designated equipment and facilities.

Utilize required hand and power tools and equipment safely and efficiently.

Requirements of maintaining buildings in a safe, clean, and orderly condition.

Create shop drawings and sketches.

Operate oxyacetylene and arc welding equipment.

Operate grinders and other shop tools related to welding.

Maintain records and prepare reports related to maintenance activities.

Understand and carry out oral and written directions.

Work independently or as part of a crew.

Plan, organize, and complete jobs in a timely manner to meet scheduled deadlines.

Perform duties in a safe and efficient manner.

Operation and proper maintenance of tools, equipment, and machinery used in the building trades.

Implement basic preventive maintenance principles and practices.

Establish and maintain collaborative and effective working relationships with others.

Effectively communicate both orally and in writing.

Utilize basic record-keeping techniques.

Utilize proper lifting techniques.

Observe health and safety regulations.

Meet schedules and timelines.

Work independently with little or no direction.  
Perform mathematical calculations with speed and accuracy.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to high school graduation or equivalent and two years performing a variety of maintenance work in one or more of the building maintenance trades.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license and the ability to maintain qualification for District vehicle insurance coverage.  
Maintain clearance for safe welding practices.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Trade shops.  
Constant interruptions.  
Indoor and outdoor work environment, with exposure to various weather conditions.  
Regular exposure to fumes, dust, dirt, and oil/grease.  
Driving a District vehicle to conduct work.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate specialized equipment and tools.  
Hearing and speaking to exchange information.  
Seeing to read and perform essential functions and view computer screens.  
Regularly lift, push, pull, and/or carry heavy objects up to 50 pounds; occasionally lift, push, pull, and/or carry very heavy objects, with the use of hand trucks or other equipment, more than 100 pounds.  
Reaching overhead, above the shoulders, and horizontally.  
Bending at the waist, kneeling, or crouching.  
Climbing ladders and working from heights.  
Walking, sitting, or standing for extended periods of time.  
Heavy physical labor.

**HAZARDS:**

Working around and with machinery having moving parts.  
Working from heights.  
Potential exposure to ultraviolet and infrared radiation, fumes, gases, and hazardous materials.  
Traffic hazards.

**CLEARANCES:**

Criminal Justice Fingerprint/Background  
Tuberculosis  
Pre-placement Physical and Drug Screen

---

**JOB CLASS HISTORY**

Approved: 9/93  
Revised: 09/99; 12/13 (Ewing)  
Revised: 05/24 (EH&A / MGT Consulting) / GB 10/08/24; PC 09/26/24