

## CAJON VALLEY UNION SCHOOL DISTRICT

**CLASS TITLE:      GENERAL MAINTENANCE REPAIR MECHANIC**

### **BASIC FUNCTION:**

Under the direction of the Director-Facilities, Maintenance and Operations, 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.

### **DISTINGUISHING CHARACTERISTICS:**

General Maintenance Repair Mechanics work independently or as a member of a crew and perform a variety of skilled-duties in the maintenance and repair of assigned facilities, utilities and equipment including tasks in electrical work, HVAC, construction, plumbing, carpentry and welding. Maintenance Services Technicians work independently or as a member of a crew and typically perform a variety of routine maintenance and repair work under general supervision in support of projects in various building trades and repair of buildings, utilities and equipment. Distinct from the Maintenance Services Technician and the General Maintenance Repair Mechanic, skilled journey-level trade classifications perform the full-range of skilled journey-level work in a specific trade area. All incumbents are expected to work independently and identify for themselves those problems that need referral to more skilled or supervisory personnel.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

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, assists 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 and shelving and bulletin boards; assist in alterations, repairs and construction of articles and structures of wood as directed.

Repair, alter, minor fabrication, installation and maintenance of various types of metal, parts and equipment utilizing MIG, TIG, plasma cutter, oxyacetylene and arc welding, soldering and brazing processes; assure 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, blower, 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; estimate labor and materials needed for projects; work from oral and written instructions and work orders; respond to emergency repair needs as requested.

Confer with school administrators and supervisor regarding needs.

Observe established health and safety regulations.

Assist other maintenance personnel as assigned.

**OTHER DUTIES:**

Perform related duties as assigned.

**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.

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.

**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 and adhere to schedules.

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 cooperative 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 time lines.

Work independently with little direction.

**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:**

Indoor and outdoor work environment.

Regular exposure to fumes, dust, dirt, oil/grease.

Driving a 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.

Lifting, carrying, pushing or pulling heavy objects up to 50 pounds, frequently lift and/or move up to 100 pounds, and occasionally lift and/or move more than 100 pounds.

Reaching overhead, above the shoulders and horizontally.

Bending at the waist, kneeling or crouching.

Climbing ladders and working from heights.

Standing for extended periods of time.

**HAZARDS:**

Working around and with machinery having moving parts.

Working at heights.

Potential exposure to ultraviolet and infrared radiation, fumes and gases.

**CLEARANCES:**

Criminal Justice Fingerprint/Background

Tuberculosis

Pre-placement Physical and Drug Screen