

MAINTENANCE/UTILITY WORKER

CLASS SUMMARY

Under general supervision – performs a wide variety of duties in the maintenance and repair of buildings and facilities; does preventive maintenance and servicing to mechanical equipment; performs related duties as required.

REPRESENTATIVE DUTIES

Performs the less skilled tasks in assisting skilled maintenance workers in work projects concerned with their specialties; does general electrical, plumbing and carpentry repair and maintenance work on buildings, equipment and furnishings; may prepare surfaces and do maintenance painting; does arc and gas welding in the fabrication, construction and repair of athletic and other equipment; maintains and services equipment and tools; services and repairs door locking mechanisms; inspects air conditioning systems, exhaust vents, and emergency generators; change filters and belts and lubricates motors in air conditioning systems; installs signs, parking gates and blackboards; keeps required records; services, maintains and repairs the College swimming pool and related support equipment, machinery and facilities.

ORGANIZATIONAL RELATIONSHIPS

Positions in this class report to the Plant Manager and may assist a Skilled Maintenance Worker by performing semi-skilled duties, below the journey level. This class is promotional from the class of Maintenance Assistant when it is demonstrated that continuing semi-skilled responsibilities are being performed independently, and regularly a substantial portion of the time.

DESIRABLE QUALIFICATIONS GUIDE

Training and Experience

Two years of general maintenance or utility maintenance work, demonstrating mechanical and special skill capabilities, and willingness to perform responsible duties and routines at the semi-skilled level, independently and without continuous supervision; or completion of apprenticeship training in one of the building or mechanical trades.

Knowledge and Abilities

Semi-skilled knowledge of: tools, materials, and methods used in one or more of the major trades areas; general safety practices in general trades work; boilers and air conditioning equipment and their proper preventative maintenance; common hand tools used in various building and mechanical trades; spoken and written English; basic arithmetic calculations.

MAINTENANCE/UTILITY WORKER (continued)

Ability to: learn and apply new skills, such as lock repair or air conditioning repairs; read and apply blueprints; read and follow oral and written directions or instructions; keep basic records accurately; high degree of mechanical aptitude; willingness to learn new skills, routines and equipment, if necessary through home study or on own time.

License: a valid California Motor Vehicle Operator's License.

Physical Requirements: regularly performs light and heavy manual work, involving lifting and climbing.