

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

SKILLED MAINTENANCE WORKER LEAD

Salary Range 19

BASIC FUNCTION:

Under the direction of the Maintenance Supervisor, provides lead duties in performing a wide variety of skilled work in the maintenance and repair of District facilities and equipment; assists skilled trades personnel in the performance of a variety of duties related to the building trades. Performs a variety of skilled work in the maintenance and repair of District facilities and equipment. Performs a wide variety of duties related to the skilled building trades. Provides work direction to appropriate staff and fills in for Maintenance Supervisor during his/her absence. Performs related duties as may be assigned.

REPRESENTATIVE DUTIES: *E = indicates essential duties of the position(E)*

- Assists skilled trades personnel in the performance of a variety of duties related to the building trades. (E)
- Performs various plumbing and heating-related duties; cuts, threads, assembles and lays pipe; installs, repairs and maintains various plumbing, heating and air conditioning fixtures. (E)
- Inspects, services, maintains and repairs HVAC equipment including air compressors and water boilers; performs preventive maintenance duties including lubricating, packing and replacing bearings, replacing belts and filters and maintaining electrical motors. (E)
- Perform routine maintenance and repair on mechanical and electrical equipment such as changing filters, plugs and belts, cleaning and lubricating equipment, testing and replacing tubes and circuits; performs journey-level emergency repairs and large complex projects. (E)
- Inspects services, maintains, repairs and modifies swimming pool filtration system, chemical feeders and pump; calibrates and adjusts filtration and chemical feeder pumps, sensors and gauges. (E)
- Installs, maintains and repairs electrical wiring and fixtures; performs trouble-shooting to repair or replace fans and motors; performs repairs to motors, bells, clocks and lighting circuits, and minor communication and audio-visual equipment. (E)
- Constructs, rebuilds and repairs District equipment and facilities including various wood, metal and masonry structures, equipment and furniture; prepares surfaces for painting and varnishing and apply surface coverings as required. (E)
- Performs a variety of routine building maintenance including repairs to doors, windows, roofs and other building parts; assembles furniture and other wood and metal structures. (E)
- Operates a variety of equipment and machines including meters, forklift, boom lift, scissor lift, hoist, safety equipment, saws, drill presses, paint spray guns and various hand and power tools to perform repair and maintenance work; maintains tools, equipment and work areas in a safe, clean and proper working condition. (E)
- Performs pool water chemical tests to determine water quality; adds chemicals to obtain proper water chemistry. (E)
- Assures storage and maintenance areas are maintained in a safe, clean and orderly condition; label hazardous chemicals as required. (E)
- Maintains a variety of records related to work performed and work orders.
- Provides maintenance training and work guidance to student workers, temporary/short term employees and others as assigned.
- Performs other duties as assigned. (E)

EDUCATION AND EXPERIENCE: Any combination equivalent to: graduation from high school or GED and five years increasing responsibilities in carpentry, plumbing, electrical, HVAC and building maintenance experience. One year of experience in a lead capacity desirable.

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license.
- Must obtain a valid Forklift Certificate, Boom Lift Certificate, Scissor Lift Certificate, CERT Training, Lead Awareness, Confined Space, Asbestos Awareness, Cart Training, and fit tested for an air purifying respirator certificate within the first year in this classification.

KNOWLEDGE OF:

- Standard tools, equipment, materials, methods and techniques used in general maintenance and repair of buildings and facilities.
- Basic principles of heating and air conditioning systems.
- Principles and operation of electrical motors and pumps.
- Basic heating system principles.
- Use of hand and power tools used in maintenance and repair.
- Appropriate health and safety precautions and procedures.
- Basic OSHA and CALOSHA rules and regulations.
- Proper methods of storing equipment, materials and supplies.
- Basic record-keeping techniques.
- Requirements of maintaining buildings and equipment in a safe, clean and orderly condition.

ABILITY TO:

- Perform a wide variety of semi-skilled to skilled work in the maintenance and repair of District
- Facilities and equipment in a safe and timely manner.
- Performs a wide variety of duties related to the building trades.
- Learn and apply laws, rules, regulations involved in assigned maintenance activities.
- Effectively and safely operate a variety of assigned tools and equipment.
- Work from blueprints, shop drawings and sketches.
- Observe and report safety hazards, vandalism, maintenance and repair needs.
- Perform work in confined spaces as required.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Maintain routine records.
- Work after hours and weekends as required.
- Work and collaborate cooperatively with others.
- Provide work guidance to temporary short term hourly employees and student workers.
- Observe legal and defensive driving practices.
- Operate a District vehicle and perform heavy physical labor.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

- Provides lead work direction to Maintenance Workers, student worker, summer helpers, and other facilities staff as required.

CONTACTS: Co-workers, other departmental staff, vendors, contractors, and the general public

PHYSICAL EFFORT:

- Lifting and carrying heavy objects up to 50 pounds.
- Pushing and pulling.
- Walking and standing for extended periods of time.
- Dexterity of hands and fingers to operate a variety of hand and power tools.
- Reaching overhead above the shoulders and horizontally.
- Bending at the waist, kneeling or crouching.

WORKING CONDITIONS:

- Indoor and outdoor environment.
- Driving a vehicle to conduct work.
- Chemical fumes.
- Working around and with machinery having moving parts.
- Working around fumes from paints and solvents, pool chemicals.
- Working at heights.
- Evenings, weekends or variable hours.