

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

MAINTENANCE WORKER

Salary Range 14

BASIC FUNCTION:

Under the direction of the Maintenance Supervisor, performs a wide variety of semi-skilled to 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 other related duties as may be assigned.

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

- Performs a variety of semi-skilled to skilled work in the maintenance and repair of District facilities and equipment; assists skilled trades personnel in the performance of a wide variety of duties related to the building trades. (E)
- Performs various plumbing and heating-related duties; cuts, threads, assembles and lays pipe; assists in the installation, 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; assist journey-level personnel in emergency repairs and in 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)
- Assist in the installation, maintenance and repair of electrical wiring and fixtures; perform trouble-shooting to repair or replace fans and motors; perform repairs to motors, bells, clocks and lighting circuits, and to communication and audio-visual equipment. (E)
- Constructs, rebuilds and repairs District equipment and facilities including various wood and metal 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 minor 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, hoist, safety equipment, saws, drill presses, paint spray guns and various hand and power tools to perform repair and maintenance work; maintains tools and equipment 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.
- Assures storage and maintenance areas are maintained in a safe, clean and orderly condition; label hazardous chemicals as required.
- Maintains a variety of records related to work performed and work orders.
- Perform related duties as may be assigned.

EDUCATION AND EXPERIENCE: Any combination equivalent to: graduation from high school and two years increasingly responsible carpentry, plumbing, electrical, HVAC and building maintenance experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

Incumbents must qualify for a valid forklift certificate within the first year in this classification.

KNOWLEDGE OF:

Standard tools, equipment, materials, methods and techniques used in general maintenance and repair.

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.

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.

Assist skilled personnel in the performance of 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.

Understand and follow oral and written directions.

Communicate effectively both orally and in writing.

Maintain routine records.

Work cooperatively with others.

Observe legal and defensive driving practices.

Operate a District vehicle and perform heavy physical labor.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Not applicable – no permanent full-time staff to supervise.

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

PHYSICAL EFFORT:

Lifting and carrying heavy objects.

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.

Working at heights.