



West Valley - Mission

Community College District

CLASS SPECIFICATION

MAINTENANCE MECHANIC

Classified Position (Non-Exempt Status)

Classified Operations & Support Services Salary Schedule – Range 64

DEFINITION

To perform routine maintenance, installation, and repair of office furniture and fixtures, plumbing, and lighting systems; to perform painting and carpentry tasks; and to assist with larger or more complex maintenance jobs.

DISTINGUISHING CHARACTERISTICS

This is the journey level class in the Maintenance Mechanic series. Incumbents initially perform the more routine duties assigned to positions in this class and work under close supervision. However, as experience is gained, incumbents are expected to perform the full range of duties as assigned with increasing independence.

This class is distinguished from the Senior Maintenance Mechanic in that the latter is responsible for the most difficult and responsible types of duties assigned to classes within this series, including the performance of more complex skilled maintenance projects, and providing technical oversight over assigned personnel on specific projects.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Director, Facilities Maintenance; and may receive technical oversight from a Senior Maintenance Mechanic.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Replace valves, fans, motor pumps, gaskets, filters, and belts.

Install and repair ballasts, bulbs, and light fixtures.

Perform minor repairs and/or replacement of plumbing fixtures, valves, and other devices.

Mount equipment to walls, floors and ceilings; attach brackets for earthquake safety.

Inspect machinery to assure proper functioning, including checking pressures and temperatures; oil and grease machinery; and perform minor repairs, as required.

Assemble office furniture, panels, and work spaces.

Perform minor carpentry work as required to repair windows, doors, hardware, screens, and furniture.

Repair drains, leaking windows, or roofs.

Observe and report, through automated work order system, any and all defects, deterioration, and wear and tear on district facilities.

Order needed materials.

Communicate with users for scheduling and specific information needed; communicate with contractors on campus.

Build and maintain positive working relationships with co-workers, other district employees, and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Tools, materials, and terminology used in carpentry and plumbing.

Safe work practices and procedures; applicable health and safety codes.

Plumbing components such as layout connections, fittings, copper tubing, silver soldering.

Basic math skills.

Ability to:

Install, maintain, and repair a wide variety of fixtures and equipment.

On a continuous basis, know and understand maintenance activities and observe safety rules. Intermittently, analyze problem equipment; identify safety hazards; locate equipment; interpret work orders; remember how to operate equipment; and explain jobs to other employees.

Intermittently, sit while driving a piece of equipment; stand and walk while performing maintenance activities; bend and twist to adjust equipment; kneel and squat to review work; climb ladders to repair or replace lighting components; perform simple and power grasping, pushing, pulling, and fine manipulation;

use telephone; write and use keyboard to communicate through written means; and lift or carry weight of 50 pounds or less.

Interpret and work from sketches, drawings, plans, and blueprints.

Read manuals, parts lists, work orders, and invoices.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Communicate effectively orally and in writing.

Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.

Establish and maintain effective, cooperative, and collaborative working relationships with others.

Experience and Education

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of responsible experience in carpentry, plumbing, or general maintenance functions.

Education:

Equivalent to the completion of the twelfth grade.

License and Certificate

Possession of, or ability to obtain, an appropriate, valid California driver's license as required by the position.

EEO Category: Skilled Craft

Date Approved: July 1, 2017