



West Valley-Mission
Community College District

CLASS SPECIFICATION

SENIOR MAINTENANCE MECHANIC

Classified Position (Non-Exempt Status)

Classified Operations & Support Services Salary Schedule – Range 70

DEFINITION

To perform maintenance duties requiring specialized knowledge; to direct the work of crews and/or contractors on large or special maintenance projects; and to provide administrative support to an assigned supervisor.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level in the Maintenance Mechanic series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform 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 work direction to assigned staff on specific projects. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director, Facilities Maintenance or an assigned supervisor.

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

Provide direction and training to maintenance staff assisting with assigned projects.

Perform a variety of skilled maintenance work requiring welding, fabrication of parts, sheet metal work, painting, and carpentry.

Provide assignments and training to maintenance staff working on skilled maintenance projects.

Inspect and monitor specialized equipment including emergency generator, fire alarm systems, energy management systems, and elevators; perform minor maintenance or refer problems to director or to appropriate vendor as necessary.

Perform concrete forming and pouring jobs; install signs.

Diagnose electrical problems; perform general maintenance or repairs on electrical and lighting systems and components.

Conduct pool chemistry tests; make required adjustments to ensure proper chemical balance; set up and operate pool vacuum cleaner and hoses.

Inspect and repair pool equipment including motors, pumps, heaters, chlorinator, timers, pool tile and decking, boards, ladders, and starting blocks.

Maintain records of repairs; develop time, material, and cost estimates.

Perform the most difficult work related to concrete, masonry, welding, and carpentry projects.

Consult with contractors regarding new construction specifications; coordinate major repair projects with vendors and contractors.

Attend and participate in new construction meetings to provide advice on system construction and alterations.

Research and order or purchase parts necessary for repairs; research, evaluate, and make recommendations on new equipment purchases

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:

Principles and practices of training and work direction.

Methods, practices, materials, and equipment used in operation and repair of motorized equipment, including boilers and pumps.

Fire alarm and energy management systems.

Techniques of water treatment and control.

Standard practices, methods, and materials used in electrical, carpentry, and plumbing trades.

Ability to:

Perform the most complex duties related to maintenance functions including electrical, carpentry, and plumbing.

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.

Provide work direction to assigned staff and effectively train staff.

Learn and effectively apply swimming pool maintenance and repair techniques.

Diagnose, repair, and maintain a variety of pumps, motors, seals, and related equipment.

Read and understand blueprints, schematics, and diagrams.

Safely and efficiently utilize a wide variety of tools and maintenance equipment.

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 journey experience similar to Maintenance Mechanic with the West Valley-Mission Community College District.

Education:

Equivalent to the completion of the twelfth grade supplemented by course work in one or more building trades.

License and Certificate

Possession of, or ability to obtain, an appropriate, valid California driver's license.

EEO Category: Skilled Craft

Date Approved: August 14, 2024