



Fremont Union High School District

Position: Skilled Maintenance Preventative Specialist

Department/Site:	District Office	Range:	114
Reports to/ Evaluated by:	Coordinator of Safety & Operations Services	Work Year:	245
		Months:	12

Summary of Basic Functions & Responsibilities

Under the supervision of the Coordinator of Safety and Operation Services, performs a variety of skilled construction, alteration, maintenance, and repair of facilities and buildings. Works primarily in a specific area of specialization (e.g., HVAC, electrical, plumbing, locksmith, general carpentry, HUA, welding), is qualified and capable of performing related work at this level of skill and assisting others in their specialty. Understands and works effectively with people of differing cultures.

Essential Duties & Responsibilities

Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

- Performs routine repairs and maintenance duties. On a regular schedule, inspects and replaces filters.
- Performs preventive maintenance on high voltage switch gear, irrigation pumps, walk-in freezers, and cafeteria equipment, as they relate to HVAC or related equipment.
- Assists with fabrication and installation of duct work, airflow systems, condensers, refrigeration. Removes old equipment and refrigerants according to applicable laws and safety standards.
- Learns to administer building energy management systems by assisting with installation of computer-aided controls, digital building HVAC equipment controllers, drives and volume boxes, and other devices.
- Tests, adjusts and calibrates boiler and air conditioning machinery and mechanical, electrical, and pneumatic control instruments.
- Responds to reports of heating or cooling problems, suspicious odors, electrical problems, refrigeration problems, and other urgent situations. Receives information on problems and forwards to a supervisor.
- Assists in analyzing energy conservation. Accesses a computerized energy management system to enter schedule and temperature information in order to optimize energy consumption while providing scheduled services to District facilities.
- Maintains up-to-date knowledge of indoor air quality standards and compliance requirements.
- May install, maintain, troubleshoot and repair electrical distribution systems and fixtures. Installs, adjusts, repairs or replaces electric lights, motors, heaters, generators, transformers, switchboards and other electrical apparatus. Installs lines for electrical equipment. Participates in projects such as wiring communications lines between and within structures.
- May perform a variety of painting and varnishing duties. Prepares and finishes various surfaces. Prepares surfaces by water blasting, scraping, using commercial paint removers, and fills cracks and holes and sizes plaster walls. Paints walls, doors, rooms, buildings, parking lots, and other surfaces as required. May use spray equipment, brushes or rollers. Applies paint, varnish, and other protective and decorative finishes to comply with applicable building codes, District standards, and the usage or exposure of the surfaces.
- Performs plumbing repairs. Inspects, maintains, and repairs complete plumbing systems, including other fluid flows such as natural gas. Fits, installs, and repairs infrastructure and equipment such as, but not limited to, wastewater lines, water lines, heaters, valves and seals.

- Performs a variety of carpentry duties. May construct, fabricate, install, repair or replace doors, walls, signs, counters, shelves, furniture, benches, bleachers, scaffolds, forms, fences and stair rails. Participates in the construction of temporary and permanent buildings and structures.
- Welds metal framing, structures and metal parts; designs and fabricates metal parts and structures; operates sheet metal equipment and various types of welders to create and repair metal objects.
- Constructs cabinetry and related finish counters and storage units.
- Installs, repairs, and maintains locks, lockers and door hardware; cuts keys and maintains records of combinations and keys; installs and maintains door closures in accordance with applicable laws and regulations; replaces locks and cylinders, duplicating keys and rekey locks as required.
- Inspects, tests, and repairs smoke and heat sensors, fire alarms, pulls, and panels to meet applicable standards. Conducts preventive maintenance on sprinkler flow switches to exercise controls, resets fire alarm panels, tests alarms for proper operation and communications wiring for proper connections, and check remote reset capabilities.
- Maintains swimming pool pumps, filters and chlorinators; repairs or replaces equipment as needed.
- Inspects roofs. Repairs roof leaks and potential roof leaks. Performs preventive maintenance of roofs. Documents work performed and overall roof conditions.
- Performs a variety of masonry duties including construction and repair of masonry walls, screens, retaining walls, benches, edgings and facings.
- Determines materials, time and cost required to build, alter or repair structures and equipment; purchases and properly stores and inventories tools, supplies and equipment; cleans, maintains and directs trade shop area.
- Maintains required records and makes reports. Prepares reports on work completed and materials used.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills:

- Requires in-depth working knowledge of the principles, practices, methods, techniques, materials, tools, equipment, layouts and set-ups used in at least one of the following areas: carpentry, electrical, plumbing, and commercial painting, plus basic-to-journey level skills in the other areas listed.
- May require knowledge of HVAC systems and electrical controls sufficient to perform maintenance and troubleshooting.
- Requires basic knowledge of the operating characteristics and maintenance procedures for fire prevention systems.
- Requires knowledge of applicable federal, State, County and local building, fire and safety codes.
- Requires sufficient computer skills to access and use common business applications, knows record-keeping techniques, and specialized energy management applications.
- Requires knowledge of the uses and purposes of hand and power tools and equipment used on construction and general maintenance and follows preventive maintenance methods.
- Must be thoroughly familiar with safe work practices related to area of specialty.
- Requires sufficient communications skills to convey information to co-workers and contractors.
- Requires sufficient math skills to make measurements and estimate costs.
- Requires the ability to perform basic to journeyman level electrical, plumbing, carpentry, locksmith, and commercial painting work skillfully and in a timely manner.
- Requires the ability to promptly respond to urgent maintenance situations, including fire alarms and power outages.
- Requires the ability to operate trucks, forklifts, boom trucks, chain hoists, electric high-lift equipment, and maintenance equipment, including a full range of hand and power tools used to perform construction, carpentry, electrical and mechanical services.
- Requires the ability to perform welding.

- Requires the ability to maintain and repair fire prevention systems.
- Requires the ability to read and interpret engineering drawings, sketches, blueprints, schematics, and building and fire codes.
- Requires the ability to maintain records and activity logs.
- Requires the ability to estimate materials and labor for assignments.
- Requires the ability to work cooperatively and maintain harmonious relations with staff, contractors, and the public.
- Requires the ability to observe safe work practices and handle hazardous materials according to accepted procedures.
- Requires the ability to travel to all District sites to complete projects and support special events.

Physical Abilities:

- Must be able to function effectively indoors and outdoors engaged in work of primarily an active nature.
- Requires the ability to maintain cardiovascular fitness to engage in strenuous physical labor.
- Requires the ability to stand for extended periods of time, walk up to 400 yards, and manipulate (lift, carry, move) light to heavy weights of up to 75 pounds on a regular basis.
- Requires the ability to push, pull, and guide materials over 75 pounds.
- Requires the ability to climb (e.g. ladders), stoop, kneel, and crouch on a regular basis.
- Requires sufficient hand-eye coordination, hand and finger dexterity including ability to grasp and use tools, and visual acuity to operate specialized equipment and read technical (including blueprints) and safety information.
- Requires auditory ability to hear machinery sounds and alarms.
- Requires near and far visual acuity to read printed materials, moving objects, and observe work-in-progress.
- Requires speaking ability to carry on ordinary conversations.
- Requires the ability to work in extreme temperature conditions.
- Under some circumstances, further testing may be required to determine if an applicant is able to perform the essential duties with or without reasonable accommodation.

Education:

- The position requires a High School diploma or equivalent supplemented by four years of increasingly responsible experience in one or more of the trades to qualify at the journey level; recruitment and selection may be made for a specific trade or for a combination of trades as required.

Licenses & Certificates:

- Requires a valid Driver's License and Forklift certificate.
- Requires appropriate certification in area of specialization for handling and recycling of refrigerants.
- Requires fingerprint clearance from the Department of Justice and Federal Bureau of Investigation.

Working Conditions:

- Work is performed indoors and outdoors in extreme weather conditions where significant safety considerations exist; subject to driving from site to site to conduct work, noise from equipment operation, standing for long periods, climbing, pulling, lifting, bending and heavy physical labor. May be exposed to dirt, grease, high voltage and chemical fumes.