

St. Helena Unified School District

Position Description

Position: Maintenance Specialist - Senior	Position Number:
Department/Site:	FLSA: Non-exempt
Reports to/Evaluated by:	Salary Grade: 120

Summary

Provides a variety of skilled construction, alteration, maintenance, and repair of facilities, buildings, and mechanical systems. Works primarily in an area of specialization (e.g., electrical, plumbing, painting, finish carpentry), yet is fully qualified and capable of performing related work at this level of skill and assisting or participating with others in their specialty.

Distinguishing Career Features

The Senior Maintenance Specialist is a senior level multi-skilled classification, requiring journey-level experience in at least one area of licensed specialization (e.g., electrical, HVAC, or plumbing), blueprint and project leadership skills, and general competency in additional related trades areas.

Essential Duties and Responsibilities

Performs some or all of the following, depending on the area of assignment.

- Installs, maintains, troubleshoots and repairs electrical distribution systems and fixtures. Installs, adjusts, repairs or replaces electric lights, motors, heaters, generators, transformers, switchboards and other electrical apparatus. Participates in projects such as wiring communications lines between and within structures.
- Performs major plumbing repairs. Inspects, maintains, and repairs complete plumbing systems, including other fluid flows such as natural gas. Fits, installs, and repairs sewer lines, water lines, heaters, valves, seals, and back flow preventers.
- Performs a variety of journey-level carpentry duties. Constructs, fabricates, installs, repairs or replaces doors, walls, signs, desks, counters, shelves, shelf units, computer tables, chairs, benches, bleachers, tables, sheds, scaffolds, forms, frames, window frames, fences and stairways. Participates in the construction of temporary and permanent buildings and structures. Glazes and fits windows.
- Constructs cabinetry and related finish counters and storage units.
- Performs a variety of painting and varnishing duties. Paints walls, doors, rooms, buildings, parking lots, and other surfaces as required. Uses spray equipment or brushes. Prepares and finishes various surfaces. Prepares surfaces by water blasting, scraping, using commercial paint removers, fills cracks and holes or sizing plaster walls. Applies paint, varnish, and other protective and decorative finishes in a manner that reflects senior-level skill and ability. Finishes surfaces to comply with applicable building codes, District standards, and the usage or exposure of the surfaces.

- Maintains, inspects, diagnoses and makes emergency repairs to steam, natural gas, water, refrigeration, and air distribution systems. Tests, adjusts, and calibrates boiler and air conditioning machinery and mechanical, electrical, and pneumatic control instruments. Tests and may chemically treat boiler, condenser and cooling tower water and water from other systems. Adjusts, repairs or replaces motors, and other electrical apparatus. Services and may install direct digital control systems.
- 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 up-to-date knowledge of elevator emergency safety and evacuation procedures. Assists elevator company representatives ongoing elevator testing and maintenance.
- 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.
- Maintains required records and makes reports. Prepares reports on work completed and materials used.
- May perform pest control, applying procedures and techniques that consider safety of students and staff.
- May train and guide the work of other Maintenance Specialists assisting with maintenance.
- Performs other duties as required to accomplish the objectives 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. Requires basic knowledge of the operating characteristics and maintenance procedures for fire prevention systems, elevators, and swimming pools. Requires a working knowledge of the uses and purposes of hand and power tools and equipment used on construction and general maintenance. Must be thoroughly familiar with safe work practices and the safety orders of the California OSHA 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.

▪ Abilities

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 District emergencies, 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 and glazing. Requires the ability to learn and maintain swimming and other pools and ponds involving water and mechanical testing. 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. Requires the ability to complete County of District sponsored training within a reasonable time in handling, storage, and disposal of hazardous materials, asbestos awareness, OSHA standards, and bloodborne pathogens.

- **Physical Abilities**

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 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.

- **Education and Experience**

The position requires a High School diploma or equivalent plus specialized training in one or more of the building trades (general carpentry, painting, masonry, locksmith, or roofing). Requires a minimum of 6 years experience at the journey level in at least one area of specialization such as woodworking, sheet metal trades, electrical, mechanical maintenance, or plumbing.

- **Licenses and Certificates**

Requires a valid Driver's License and Forklift certificate. May requires a pest control certificate.

- **Working Conditions**

Work is performed indoors and outdoors in extreme weather conditions where significant safety considerations exist from full-body physical labor and handling of medium-to-heavy weight materials.