

## **IMPERIAL COMMUNITY COLLEGE DISTRICT**

### **CLASS TITLE: MAINTENANCE WORKER**

#### **BASIC FUNCTION:**

Under direction of the Director of Maintenance and Operations, perform semi-skilled to skilled maintenance and repair work on District buildings, facilities and equipment involving HVAC, electrical, carpentry, locksmith, and plumbing work.

#### **REPRESENTATIVE DUTIES:**

Perform semi-skilled maintenance and repair work on District buildings, facilities and equipment involving HVAC, electrical, carpentry and plumbing work.

Participate in the maintenance, diagnosis, adjustment, lubrication and repair of heating and ventilating equipment, compressors, motors, pumps and related equipment; replenish or change oil and grease moving parts; replace motors, switches, tubing, wiring, belts, filters and pump packing.

Troubleshoot electrical problems and make necessary repairs including replacement of wiring, ballasts, switches, fuses, receptacles, outlets, and plugs as required; install new electrical equipment, repair electrical equipment, light circuits and transformers as needed.

Repair, replace and construct woodwork including shelves and cabinets; assemble, install and repair furniture, bookshelves, fences, bulletin boards and other items; participate in remodeling projects including moving and constructing walls, partitions and ceilings;

Hang doors and replace locks. Perform general locksmith duties.

Repair, alter and construct a variety of articles and structures of wood such as partitions, counters, doors, window frames and sheds.

Maintain or assist in the maintenance, diagnosis, repair or replacement of plumbing fixtures, water faucets, valves, drinking fountains, fittings and gaskets; utilize appropriate tools to clean and clear clogged drains and obstructed sewer lines; install new water lines, water tower and pipes as needed.

Inspect and assure proper operation of safety equipment including fire extinguishers; identify and report unsafe conditions and hazards.

Repair water pumps, hot water heaters, boilers and exhaust and circulation fans as required.

Grease and repair blower motors, sewer plant pumps and water tower blowers.

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**Board Approved: 07/01/2022**

Order material according to established procedures.

Perform formwork; install reinforcing steel in foundations, pour and finish slab and foundations concrete work; install vinyl tile and paint floor.

Hang dry wall, tape and prepare surfaces for painting; insulate walls and ceilings as required.

Operate a wide variety of tools and equipment used in the construction trades including a fork lift, bucket truck, electrical meters, electrical saws, drills, planers, router, power nail gun, voltmeter, welding equipment, and other hand and power tools.

Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### KNOWLEDGE OF:

Methods, materials, tools and equipment used in semi-skilled to skilled maintenance work in one or more of the building trades.

Operation and use of a wide variety of hand and power tools and equipment used in maintenance work.

Requirements of maintaining buildings and facilities in good condition.

Shop math.

Health and safety regulations and procedures.

Proper methods of storing equipment, materials and supplies.

Proper lifting techniques.

### ABILITY TO:

Perform semi-skilled to skilled work in the construction, renovation, maintenance and repair of buildings and facilities.

Read plans and blue prints.

Bend conduit and solder pipe.

Operate, service and make minor repairs on equipment.

Estimate and order required supplies and equipment.

Participate in major maintenance projects.

Respond to immediate maintenance needs on campus.

Work both independently and as a member of a team.

Meet schedules and time lines.

Communicate effectively with others.

Maintain routine records related to work performed.

Make basic arithmetic calculations and take accurate measurements related to maintenance work and projects.

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**EDUCATION AND EXPERIENCES:** Any combination equivalent to: three years of increasingly responsible experience in maintenance trades.

**LICENSES AND OTHER REQUIREMENTS:** Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Outdoors/Indoors.

**PHYSICAL DEMANDS:**

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

- |    |                               |    |                                      |
|----|-------------------------------|----|--------------------------------------|
| 1. | Seldom = Less than 25 percent | 3. | Often = 51-75 percent                |
| 2. | Occasional = 25-50 percent    | 4. | Very Frequent = 76 percent and above |
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|----------|----|--|
| <u>2</u> | a. | Ability to work at a desk, conference table, or in meetings of various configurations.     |
| <u>3</u> | b. | Ability to stand for extended periods of time.   |
| <u>1</u> | c. | Ability to sit for extended periods of time.   |
| <u>3</u> | d. | Ability to see for the purpose of reading printed matter.                                  |
| <u>3</u> | e. | Ability to hear and understand speech at normal levels.                                    |
| <u>4</u> | f. | Ability to communicate so others will be able to clearly understand a normal conversation. |
| <u>3</u> | g. | Ability to bend and twist.   |
| <u>2</u> | h. | Ability to lift <u>25</u> pounds.  |
| <u>2</u> | I. | Ability to carry <u>25</u> pounds.   |
| <u>1</u> | j. | Ability to operate office equipment, computer, or related peripherals.                     |
| <u>3</u> | k. | Ability to reach in all directions.  |

*This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.*