



Sulphur Springs Union School District

Serving Grades - K – 6



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Canyon Springs Community School
Leona Cox Community School
Pinetree Community School

Fair Oaks Ranch Community School
Mint Canyon Community School
Sulphur Springs Community School

Golden Oak Community School
Mitchell Community School
Valley View Community School

MULTISKILLED MAINTENANCE WORKER

DEFINITION

Under direction, to perform journey-level skilled building trades and related work in one or more building trades; to perform skilled, semi-skilled, and unskilled work in other building trades, as assigned; and to perform related work as required.

CLASS CHARACTERISTICS

Positions assigned to this class are distinguished from Skilled Maintenance Worker classes by the requirement to perform journey-level work in one building trade and skilled work in one or more of the following building trades: Carpentry, Locksmithing, Electrical, HVAC, Plumbing, Painting. The purpose of this class is to develop a multi-skilled work force which will allow the District to have fewer single trade specialists and to gain improved efficiency and productivity by assigning more than one type of work to a trades technician. Normally, incumbents of the Maintenance Worker and Utility Worker class participate in a District-approved education and training program to develop and demonstrate journey-level skill in a building trade and then a second building trade to qualify for advancement to the classes of Maintenance Worker and Multiskilled Maintenance Worker, respectively. Normally, the District will give the employee wide latitude in selecting the second trade for multiskill development. However, the District may determine that it will not benefit the District to develop additional staff in a particular trade and may delete a trade from the approved list until additional staffing in the area is warranted. A condition of continued employment in the Multiskilled Maintenance Worker class is satisfactory completion of not less than twenty hours per year of District-approved continuing education. Failure on the part of the employee to fulfill the continuing education requirement may result in reclassification to Maintenance Worker until the continuing training requirement is met. Incumbents of the Multiskilled Maintenance Worker class spend the majority of their working time performing journey-level trades work within their areas of multiskilling. Incumbents also perform skilled, semi-skilled and unskilled duties as a team member or independently in other trades and general maintenance areas, as the need arises. Incumbents of positions in this class perform work with considerable independence and frequently serve as the team leader on multi-disciplinary projects. Incumbents participate in on-the-job trades training of departmental staff.

EXAMPLES OF DUTIES

The tasks listed in this section are representative of duties assigned to positions in this class. This list is not intended to be an exhaustive list of all of the tasks assigned to positions in the class, and it is not expected that all of the tasks listed are necessarily assigned to all positions in the class.

Troubleshoot, diagnose, design, and perform repair work in the alteration, construction, installation, and preventive maintenance of buildings, equipment, and appurtenances in two or more building trades, performing the more technically demanding work of an assigned team.

Troubleshoot, diagnose, and perform skilled work in the repair, alteration, construction, installation, preventive maintenance and operation of electrical service and systems, lighting systems, photo cell lighting control systems, time clocks, public address and sound systems, fire and security alarm systems, telephone systems, electrically powered equipment, electrical panels and circuits, transformers, generators, fans, and fixtures; install and repair electrical systems for heating, ventilation, air conditioning, chillers and other equipment; design modifications to electrical systems in accordance with district standards; install power for alarm systems; install cable for data and communication systems.

Troubleshoot, diagnose, and perform skilled work in the repair, alteration, construction, installation, preventive maintenance and operation of environmental control systems, air conditioning, ventilating and heating systems and equipment, refrigerators, freezers, thermostats, fan motors, supply and exhaust fans, relays, pumps, valves, safety controls, compressors, hot water heaters, gas and alternative fuel burners, and chillers and their components; maintain environmental control in classrooms, offices and other work areas in accordance with district standards; braze, silver solder, and weld to join lines, affix brackets, make repairs, and perform simple fabrication of parts. Reclaim and recycle CFC refrigerants and maintain required records.

Troubleshoot, diagnose, and perform skilled work in the repair, alteration, construction, installation, and preventive maintenance of structures, appurtenances, and furnishings, in accordance with district standards; advise in design, layout, and build structures such as storage sheds, stairs, fences, trellises, decks, hand rails, and ramps; prepare areas for work as necessary by turning electrical power off and on; connecting and disconnecting electrical power, removing existing walls, partitions, ceilings, floors, lighting, plumbing fixtures; remodel offices and classrooms, frame walls, install thermal and sound insulation; install sheet rock, tack board, paneling, and trim; plaster and texture small areas; frame and hang doors; install, replace, adjust, and operate door hardware, locks, and closure devices; set, level and build bases for equipment; apply standard colors of paint to small areas to complete carpentry related installations and repairs; install and repair acoustical, ceiling, ceramic and floor tile; install and repair gutters; install, repair, remove, and replace standard windows and window panes using glass, lexon, and other glazing materials; inspect roofs and make roof repairs to repair leaks; inspect and contain asbestos, making mandated reports and following prescribed procedures; build forms for concrete flat work, ramps, walls, catch basins, and related work; cut, bend, and tie reinforcement steel; pour and finish concrete; cut, jackhammer, dig, and remove concrete and asphalt.

Troubleshoot, diagnose, and perform skilled work in the repair, alteration, retrofitting, installation, and maintenance of locking devices, lock hardware, door closures, and exit devices and other door and window security devices. Install and change combinations of safe locks; duplicate, distribute and maintain records of keys; open locks without keys; adjust doors, door closures and exit devices.

Troubleshoot, diagnose, and perform skilled work in the exterior painting of buildings and the interior painting of classrooms, offices, and restrooms, plaster repairs, sheet rock taping and finishing repairs, and other preparation for painting. Perform paint mixing and matching, wall texturing, wood graining, furniture finishing and refinishing, and specialized painting tasks. Water blast, sandblast, and use solvents to remove graffiti; paint over graffiti; stripe playgrounds and parking lots; hand stripe and letter.

Examine assigned work orders and take appropriate action, in accordance with departmental practice and procedure, to check priority status, to estimate materials, tools, and amount of time needed to perform the work and to verify that anticipated materials, supplies, testing equipment and tools are available and on the truck; upon completion of work, enter time and materials information needed to complete work orders; maintain preventive maintenance records of equipment serviced; complete periodic reports of work performed; record information required for district compliance with regulatory agency reporting; review work requests, assist supervisor in meetings with customers to discuss and design projects that do not require bidding and to prepare time, material, and labor cost estimates, as assigned.

Load and unload tools and materials to transport to and from job sites; perform daily preventive and safety inspection and operate district vehicle to and from school sites and vendor locations, obeying traffic laws and observing defensive driving practices; operate trencher, back hoe, front-end loader, dump truck, ditch witch, jack hammer, and other construction equipment; wash and fuel vehicles; maintain tools and equipment in secure and working condition. Work with Skilled Maintenance Workers, other Multiskilled Maintenance Worker, Utility Workers, and other trades personnel for cross training, problem solving, and to complete work to satisfy internal customers.

Advise supervisor of the need to replenish departmental stock of parts, supplies, materials, tools, or equipment; request supervisorial authorization to initiate purchase requests for materials, parts, and tools needed to complete assigned work; research catalogs to locate parts and tools; contact vendors to investigate parts, tools, and materials availability and pricing; place orders in accordance with supervisory authorization and district procedures; brainstorm with suppliers to resolve technical repair problems and to locate parts and materials.

Confer with school site personnel on assigned work to resolve questions and troubleshoot routine operational problems, to schedule work which may interrupt site activities or inconvenience students or site staff, and to report to work location.

Use tools of the trade with skill, observing applicable safety precautions, using safety shields, guards and clothing, and establishing a safe and secure work zone for self and others in the work area; leave area in clean and safe condition when work is complete.

Research operating and technical manuals, analyze and follow technical installation, operating, troubleshooting, and repair instructions, schematic charts, and drawings; refer to district blueprints and records to plan work and analyze problems; update blueprints and records to reflect modifications in systems design and equipment; brainstorm with departmental staff, users and vendors to obtain information and problem solve; confer with supervisor on scheduling and technical problems of jobs and to plan and schedule assigned work and preventive maintenance.

Perform skilled, semi-skilled and unskilled duties as a team member or independently in other trades and general maintenance areas, as the need arises.

Wear identification and protective clothing and use safety equipment and devices.

Serve on assigned committees and teams.

Participate in District mandated training and retraining programs.

Perform related work as required.

LICENSES REQUIRED

Possession of a valid and appropriate California Driver's license.

Possession of roto hammer and hilti gun certification, forklift operator certification, and AHERA asbestos abatement certification may be required, and if so, obtained at District cost.

QUALIFICATIONS

Knowledge of:

Theory, practices, procedures, methods, and equipment used in the applicable trades areas

Technical aspects of the designated trades.

Qualities, grades, uses and adaptability of building materials used in applicable trades areas.

Applicable codes, regulations and safety precautions.

Work planning, estimating, and scheduling.

Time and materials record keeping methods.

Shop math applicable to the trades.

English language usage.

Ability to:

Perform journey-level work in troubleshooting, design, diagnosis, repair, modernization, and maintenance in two or more trades areas.

Use test equipment, meters, tools and equipment of the trades with skill and safety.

Operate backhoe, skip loader, trencher, ditch witch and related construction equipment with skill.

Analyze and interpret technical manuals, schematic drawings, blueprints, and specifications.
 Maintain accurate records and prepare routine reports.
 Work from prints, electrical circuitry drawings and schematics, technical manuals, shop drawings, and sketches.
 Communicate effectively and problem solve with customers, suppliers, team members, and personnel from other trades units.
 Plan and layout work to meet cost and time requirements.
 Work with considerable independence in performing skilled work in two or more trades.
 Implement on-the-job skilled crafts training as a team leader.
 Lead a small team in the timely completion of quality work assigned by the department.
 Analyze situations accurately and adopt an effective course of action.
 Perform shop mathematics accurately.
 Maintain tools and equipment used and assigned in clean working order, provide proper security in accordance with established departmental guidelines.
 Read, write, and speak English at a level required for successful performance.
 Operate a District vehicle, observing traffic laws and using defensive driving practices.
 Understand and follow oral and written directions.
 Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination of education, training, and experience which demonstrates possession of the knowledge and abilities stated above, and the ability to perform the duties of the position. A typical qualifying entrance background is at least one year of advanced journey-level experience performing institutional or commercial troubleshooting, diagnosis, design, and repair work, in the alteration, construction, installation, and preventive maintenance of buildings, equipment, and appurtenances in a building trade specialty, such as carpentry, electrical, HVAC, plumbing, painting, or locksmithing; and completion of a District-approved staff development program related to a second designated trade combined with on-the-job training in that trade.

PHYSICAL ABILITIES AND WORKING CONDITIONS OF EMPLOYMENT

The Physical Abilities and Other Conditions of Employment and the Associated Tasks listed in this section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Employment and Associated Tasks which may be required of positions in this class. Sulphur Springs Union School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Personnel Department for further information.

PHYSICAL DEMANDS ASSOCIATED TASKS

Vision: (which may be corrected)

Read small print

Use peripheral vision

To perform tasks such as to:

Read assembly instructions and catalogs; read ruler; read prints and technical manuals

Operate district vehicle in keeping with defensive driving practices

Hearing: (which may be corrected)

Hear sounds which warn of potential danger

Analyze sounds of equipment operation

Have tolerance to be exposed to noisy conditions

To perform tasks such as to:

Use and maintain power equipment and identify malfunctions

Determine operating efficiency and need of repair

Operate saws, drills, hammers, and construction equipment for extended periods

Speech:

Speak with a level of proficiency and volume to be understood in face-to-face public contact

Upper Body Mobility:

Use hands and fingers to feel, grasp, and manipulate small objects, manipulate fingers, twist and bend hands at wrist and elbow

Extend arms to reach outward and upward, use hands and arms to lift objects

Turn, raise, and lower head, twist and bend at torso

Lower Body Mobility:

Walk on uneven terrain and on even surfaces

Climb stairs/ladders

Bend at waist

Crawl

Stoop

Stand for prolonged periods of up to one hour

Sit for periods of 15 minutes or longer

Step over objects

Strength:

Lift, push, pull, and/or carry objects which weigh as much as 100 pounds on a frequent basis

Stamina:

Run quickly for brief spurts

Climb flights of stairs (ladders)

Smell:

Distinguish strong odors which may warn of equipment malfunction or danger

Environmental Requirements:

Exposure to sun, rain, and wind without effective protection

Exposure to harsh chemicals/toxic conditions

Work performed at considerable heights above the ground

Work around dirt/dust

To perform tasks such as to:

Coordinate activities, maintain safety, confer with site staff, and contact vendors

To perform tasks such as to:

Install, repair, operate, and maintain equipment and manipulate necessary tools, parts, and hoists

Load, unload, and transport necessary tools and materials

View machinery, equipment and fixtures from different angles, and work in small spaces

To perform tasks such as to:

Transport equipment, material, and tools to and from vehicle

Work on rooftops and attics; transport equipment and tools to rooftops

Lift and transport tools and materials

Crawl in attic and crawl spaces

Transport and lift equipment; work in crawl spaces; repair baseboards, install outlets and conduit, repair water lines, repair floor-level equipment

Construct walls; mix and pour concrete, repair lighting, install water and electrical lines

Travel to work sites; make repairs at or near floor area

Walk in construction areas

To perform tasks such as to:

Lift and carry materials and equipment; carry bags of cement

To perform tasks such as to:

Shut off power, water, and or equipment in an emergency

Reach work site, tools, and material locations; make numerous trips from roof to ground

To perform tasks such as to:

Check for tools over heating; smell gas leak; smell sewage and odors from standing water
smell smoke

To perform tasks such as to:

Work on rooftop; work outside to install water lines and conduit;

Work with cleaning chemicals

Repair roofs; work on equipment on roof

Work in enclosed, dusty environments when remodeling rooms; work in crawl spaces

Work independently

Work cooperatively with others

Mental Requirement:

Read, write, understand interpret, and apply moderately complex information

Math skills at high school proficiency level

Judgment

Learn quickly and follow verbal procedures and standards

Decision-making

Work Environment and other Conditions of Employment:

Complete tasks where two workers are not required

Coordinate tasks with other trades personnel and site staff

To perform tasks such as to:

Read and interpret technical manuals and catalogs

Plan installations, understand technical manuals, and make measurements

Work around students and handle equipment in a safe manner

Comply with district standards for purchasing and safety

Choose a proper solution from a range of possible solutions

Work performed in shop environment, outside, and in school and office settings. Incumbents may be called upon to perform emergency repairs on weekends, holidays, and after completion of regular shift.