

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: BUILDING MAINTENANCE TECHNICIAN I

SUMMARY DESCRIPTION

Under the supervision of the Maintenance Supervisor or other assigned staff, perform routine maintenance and construction duties related to the maintenance, repair, and cleaning of District buildings and facilities and related systems and components; assist other building maintenance staff in performing general maintenance work and perform a variety of related duties relative to the assigned area of responsibility.

This is a broad classification with individual positions assigned to specific functional areas; duties and assignments may overlap depending on the operational needs of the department and staffing levels.

DISTINGUISHING CHARACTERISTICS

This is the entry level class in the Building Maintenance Technician series. This class is distinguished from the Building Maintenance Technician II by the performance of the more routine building maintenance tasks and duties including providing assistance to higher level building maintenance positions, performing minor and the more routine general building maintenance assignments. Positions at this level are not expected to function with the same amount of building maintenance knowledge or skill level as positions allocated to the Building Maintenance Technician II level and exercise limited independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and/or fits an established structure or pattern. Incumbents gain knowledge over time and work with increasing independence.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Move and relocate office or classroom furniture; adjust desks, chairs, and files. **E**
2. Set up rooms for conferences and meetings; move and arrange furniture and equipment; load and deliver tables and chairs to special events. **E**
3. Coordinate and participate in the preparation and set up of rooms and facilities for special community and campus events, activities, and meetings; communicate with the Civic Center Facilities Leasing team to determine needs and availability of event equipment and resources; assist in the design of Civic Center Facilities Leasing events setups and layouts; coordinate with other departments. **E**
4. Assist in the cleaning of the pools decks and operate vacuum pools. **E**
5. Assist in the performance of general building maintenance duties related to the maintenance, repairs, and cleanup of events. **E**
6. Provide assistance in the installation, maintenance, and repair of non-journey level duties such as plumbing, electrical, carpentry, and related mechanical duties.
7. Participate in lighting program; install and repair/replace lamp bulbs and covers. **E**
8. Make routine minor repairs and adjustments to buildings and facilities including doors, windows, cabinets, and partitions; replace ceiling tiles; minor repairs of hard surface flooring and carpeting. **E**
9. Assist in minor installation and maintenance of locksmith hardware, such as cabinet cylinders. **E**
10. Participate in roof maintenance program; inspect condition of roofs; cleaning roof drains, and rain gutters.

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11. Assist in the preparation of surfaces for painting; fixtures, equipment; paint or stain wood structures. **E**
12. Monitor assigned material and equipment; assist in loading and unloading of supplies. **E**
13. Respond to public inquiries in a courteous manner; provide information within the area of assignment. **E**
14. Operate and maintain a variety of hand and power tools and other power driven equipment essential to perform assigned building maintenance duties; operate assigned vehicles. **E**
15. Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

General knowledge of the operations, services, and activities of a building maintenance program.

Room space utilization and measurements for event setup configurations and layouts.

Methods, materials, tools, and equipment used in general building and facility maintenance, construction, and repair.

General knowledge of the materials, equipment used in the operation and maintenance of swimming pools.

Use Microsoft Office and Computerized Maintenance Management System

Operational characteristics of maintenance, construction, and repair equipment and tools.

Basic building repair and maintenance principles and practices.

Basic mathematical principles.

Occupational hazards and standard safety practices.

Basic record-keeping techniques.

Customer service principles and practices.

Ability to:

Implement event set-ups; accommodate changes and ensure setup.

Assist in general maintenance and construction duties related to the maintenance, repair, and cleaning of District buildings and facilities and related systems and components.

Assist in the cleaning of pools facilities.

Meet schedules and time lines.

Operate and use a variety of building maintenance equipment, supplies, and materials in a safe and effective manner.

Maintain assigned tools and equipment in clean working order and provide proper security.

Learn, interpret, and apply rules, regulations, policies, and procedures related to building maintenance.

Operate District vehicles, observing legal and defensive driving practices.

Maintain basic records.

Perform basic shop mathematics.

Move heavy objects and perform heavy manual labor.

Work cooperatively with other maintenance staff.

Communicate clearly, understand and follow oral and written instructions.

Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, ability, sexual orientation, and cultural populations of community college students.

Establish and maintain effective working relationships with those contacted in the course of work.

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EDUCATION AND EXPERIENCE

Any combination equivalent to: completion of the twelfth grade supplemented by training in the building trades or a related field and two years of increasingly responsible general facilities maintenance experience.

LICENSE OR CERTIFICATE

Valid California driver's license and a safe driving record.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in both indoor and outdoor environments; travel from site to site; work with machinery; work at heights; work in confined spaces; exposure to electrical energy, noise, dust, grease, smoke, fumes, noxious odors and gases; work and/or walk on various types of surfaces including slippery or uneven surfaces.

Physical: Primary functions require sufficient physical ability and mobility to perform moderately strenuous manual labor; to stoop, bend, kneel, climb ladders, crawl, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; walking or standing for prolonged periods of time; dexterity of hands and fingers to operate specialized hand and power tools and equipment; operate assigned equipment and vehicles; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.