

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: BUILDING MAINTENANCE TECHNICIAN II

DISTRICT VALUES

Incumbents in District positions are expected to exhibit an equity-minded focus, responsiveness, and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, gender identity, sexual orientation, and ethnic backgrounds of community college students, and employees, including those with physical or learning disabilities, and successfully foster, and support an inclusive educational and employment environment.

SUMMARY DESCRIPTION

Under the general supervision of the Maintenance Supervisor, perform general maintenance and construction duties related to the maintenance, repair, and cleaning of District buildings and facilities and related systems and components; independently perform maintenance duties; perform general mechanical, electrical, plumbing, HVAC, locksmith, painting, and carpentry duties; oversee and evaluate the work of contractors; 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 experienced, full journey level class within the Building Maintenance Technician series. Employees within this class are distinguished from other levels in the Building Maintenance Technician series by the performance of a full range of general building and facility maintenance duties as assigned including providing assistance to higher level Building Maintenance Technicians, and independent set-up/tear down of rooms. Employees at this level receive occasional instruction or assistance as new or unusual situations arise, are fully aware of the operating procedures and policies of the work unit, and work with increasing independence as knowledge is acquired. Positions at this level refer more difficult and complex building maintenance duties to higher level positions as appropriate and may provide assistance in completing projects.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all 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. Perform a variety of general building maintenance duties related to the maintenance, repair, and cleaning of District buildings and facilities and related systems and components including mechanical, electrical, plumbing, HVAC, locksmith, painting, and carpentry duties. **E**
2. Assist skilled trade or craft workers and/or lead workers, including but not limited to Plumber, HVAC, and Electrical, performing related installations and repairs as necessary. **E**

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT
Building Maintenance Technician II - *Continued*

3. Install, maintain, and repair plumbing fixtures including flushing mechanisms, faucets, valves, drinking fountains, fittings, and gaskets, clear obstructed drains, and sewer lines. **E**
4. Install, maintain, and repair various electrical systems including 110- and 220-volt services, light fixtures, switches, outlets, receptacles, and plugs; replace fuses as needed. **E**
5. Participate in lighting program; install and repair lamps, ballasts, and covers. **E**
6. Assist in the construction and remodeling of buildings or portions of buildings; remove, reconfigure, and install walls, partitions, lighting, electrical outlets, and related systems and components. **E**
7. Perform carpentry work including installation, repair, and maintenance tasks during maintenance and repair assignments.
8. Make routine repairs and adjustments to buildings and facilities including doors, windows, cabinets, walls, and partitions; repair floors and ceilings including hardwood floors, acoustical tile, asphalt tile and other composition material; repair carpeting. **E**
9. Install, diagnose, and repair door hardware and locks, repair locking systems on doors, files, cabinets, and lockers. **E**
10. Install, maintain, diagnose, and repair rooftop HVAC units including motors, fans, blowers, and ducting. **E**
11. Excavate, prepare, form, pour, and finish concrete, repair asphalt. **E**
12. Participate in roof maintenance program; inspect condition of roofs; perform minor repairs on rooftops including to patch holes; repair roof drains; clean out drain gutters. **E**
13. Repair and prepare surfaces for painting; paint buildings, fixtures, and equipment; paint or stain wood structures **E**
14. Repair gas leaks at various campus locations; repair water heaters and special appliances as needed. **E**
15. Move and relocate office furniture; make adjustments to desks, chairs, and files. **E**
16. Set up rooms for conferences and meetings; move and arrange furniture and equipment; load and deliver tables and chairs to special events. **E**
17. Assist with oversight of building maintenance contracts and service work; monitor and evaluate the work of contractors. **E**
18. Report building maintenance problems. **E**
19. Monitor material and equipment inventory; requisition supplies, material, and equipment; load and unload supplies. **E**
20. Maintain records, preventive maintenance data, and inventory documentation. **E**
21. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner. **E**
22. 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**
23. Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Basic operations, services, and activities of a building maintenance program.
- Methods, materials, tools, and equipment used in general building and facility maintenance, construction, and repair.
- Operational characteristics of maintenance, construction, and repair equipment and tools.
- General building maintenance and repair principles and practices.
- Basic mathematical principles.
- Codes and regulations related to area of assignment. Occupational hazards and standard safety practices.
- Room space utilization and measurements for event setup configurations and layouts.
- Basic inventory control practices, methods, and record-keeping techniques.
- Methods of storing equipment, materials, and supplies
- Basic record-keeping techniques.
- Customer service principles and practices.

Ability to:

- Perform a full range of general maintenance and construction duties related to the maintenance, repair, and cleaning of District buildings and facilities and related systems and components including mechanical, electrical, plumbing, HVAC, locksmith, painting, and carpentry duties.
- Schedule and monitor CMMS preventative maintenance program.
- Plan and organize assigned functions, services, and workflow to meet schedules and timelines.
- Operate and use a variety of building maintenance equipment, supplies, and materials in a safe and effective manner.
- Maintain tools and equipment in clean working order and provide proper security.
- Perform minor maintenance repairs on assigned equipment; observe and report need for maintenance and repair.
- Read, interpret, and work from blueprints, shop drawings and sketches.
- Coordinate, oversee, and implement event set-ups; accommodate changes and ensure setup.
- Maintain stock and order records, physical inventory, and determination of minimum and maximum stock levels.
- Learn, interpret, and apply rules, regulations, policies, and procedures related to building maintenance.

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT
Building Maintenance Technician II - *Continued*

- Work independently in the absence of supervision.
- Operate District vehicles, observing legal and defensive driving practices.
- Ensure adherence to safe work practices and procedures.
- Maintain basic records.
- Perform basic shop mathematics.
- Move heavy objects and perform heavy manual labor.
- Work cooperatively with other maintenance staff.
- Understand and follow oral and written instructions.
- Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination equivalent to completion of the twelfth grade supplemented by specialized training in the building trades or a related field and three 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 work in and near water; 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.

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT
Building Maintenance Technician II - *Continued*

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

Created: September 2017
Forsberg Consulting Services

Revised: March 2022
Ralph Anderson and Associates