



Santa Rosa City Schools

Classification Description

Job title:	Maintenance Technician	Department:	Maintenance and Operations
Disaster Work Status:	Considered a Disaster Service Worker and/or Essential Worker during emergency, crisis and/or pandemic		
Reports to:	Manager of Maintenance and Transportation	FLSA Classification:	Non-exempt
Board Approval:	June 12, 2024	Work year:	12 month
Revision(s):		Salary Range	76

DEFINITION:

Under general supervision, to do skilled building maintenance, carpentry, electrical, painting or plumbing, HVAC, work in the alteration, repair and occasional new construction of district equipment and structures, and to do related work as required. All Maintenance Technicians are directly responsible to, and evaluated by the Manager of Maintenance and Transportation. Maintenance Technicians are cross-trained and can complete a variety of building maintenance tasks.

QUALIFICATIONS:

Education:

High school equivalent

Experience:

Three years of experience in journey-level, or the ability to demonstrate competencies in one or more of the following fields; carpentry, electrical painting and/or plumbing, HVAC

Three years of journey-level experience in one of the building trades, preferably including some lead or supervisory experience

License and/or other qualifications:

Possession of a valid Class C California Driver's License

The job analysis will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal (non-essential) job functions are subject to modification. Nothing in this job analysis restricts management's right to assign or reassign duties and responsibilities for this job.

ESSENTIAL JOB FUNCTIONS:

CARPENTRY/PAINTING

1. Alters, repairs, or constructs articles and structures such as room additions, partitions, counters, doors, window frames, sheds, scaffolds, forms, and fences.
2. Makes and repairs school and office furniture and wooden fixtures, performing mill and cabinet work when necessary.
3. Maintains and repairs building structures.
4. Lays and repairs floors and roofs, including work with hardwood, cork, asphalt, tile and other composition materials.
5. Fits doors, windows, sashes, and screens.

6. Replaces glass in windows, doors, science cases, cabinets and sky lights, by cleaning out broken glass, measuring and cutting glass to fit, and installing glass.
7. Operates sanders, planers, jointers, band saws and other woodworking equipment, minor cement repair and finish work including forms.
8. Keeps records and makes reports.
9. Performs taping and texturing for drywall.
10. Uses roller, brush, or spray gun in applying paint, varnish, shellac, enamel, lacquer or other protective or decorative finishes to various surfaces such as wood, metal, glass, plaster, stucco, wallboard, brick and cement.
11. Sandblasts, scrapes, sands, fills, or in other manner prepares surfaces for painting or repainting.
12. Applies under and finish coats.
13. Does vinyl restoration on walls.
14. May be required to do signs and stripe playgrounds/parking lots.
15. Repairs venetian blinds, drapes, and rods.
16. Does floor surface replacement and carpet repair.
17. Instructs and leads unskilled assistants.
18. Uses the computer to electronically track work performed and communicate with department personnel.
19. Maintains a safe and orderly work environment.
20. Gathers and transports necessary equipment and supplies.
21. Additional other duties as assigned related to emergency, crisis and/or pandemic.

Knowledge and Abilities:

Knowledge of:

- Principles, methods, materials, tools and equipment used in carpentry
- Safety Orders of the Division of Industrial Safety applicable to carpentry
- Building codes
- OSHA safe practices

Ability to:

- Prepare rough sketches of work and estimates of materials and labor
- Read blueprints and work from plans and specifications
- Interpret specifications and recognize lumber types and grades
- Keep simple records and make reports
- Understand and carry out oral and written instructions
- Work effectively and efficiently without close supervision
- Establish and maintain cooperative relationships with those contacted in the course of work
- Read and write at the level required for successful job performance
- Order necessary materials and supplies needed for job completion
- Take direction from Lead Maintenance Technicians and Department Management

ELECTRICAL/HVAC

1. Installs, maintains, and makes repairs to motors, bells, clocks, lighting circuits, electrical control equipment, transformers, conduit and duct systems and other types of electrical lighting and power equipment.
2. Repairs refrigerating, heating, and ventilating equipment and controls.
3. Repairs intercom, P/A and fire safety related equipment.

4. Makes rough sketches and estimates the cost of minor electrical installations and HVAC related installations.
5. Keeps simple records and makes reports.
6. Instructs and leads unskilled assistants.
7. Works with building management systems.
8. Troubleshoots and repairs HVAC systems.
9. Uses the computer to electronically track work performed and communicate with department personnel.
10. Maintains a safe and orderly work environment.
11. Gathers and transports necessary equipment and supplies.
12. Additional other duties as assigned related to emergency, crisis and/or pandemic.

Knowledge and Abilities:

Knowledge of:

- Principles, methods, materials, tools, and equipment used in the installation, maintenance, and repair of electrical and HVAC equipment
- National Electrical Safety Orders of the Division of Industrial Safety
- OSHA safe practices
- Building management software systems

Ability to:

- Read, interpret and work from plans, drawings and specifications
- Make rough sketches and estimates of the cost of HVAC and electrical work
- Keep simple records and make reports
- Understand and carry out oral and written instructions
- Work effectively and efficiently without close supervision
- Establish and maintain cooperative relationships with those contacted in the course of work
- Read and write at the level required for successful job performance
- Order necessary materials and supplies needed for job completion
- Take direction from Lead Maintenance Technicians and Department Management

PLUMBING

1. Installs water piping and taps water and sewer mains and laterals.
2. Repairs and replaces pipes, valves and fittings and other fixtures.
3. Repairs faucets and maintains joints.
4. Install and repair gas lines and irrigation lines and associated parts/controls.
5. Cleans out drains and obstructions in water and sewer systems.
6. Does welding and minor sheet metal and locker repairs.
7. Instructs and leads unskilled assistants.
8. Uses the computer to electronically track work performed and communicate with department personnel.
9. Maintains a safe and orderly work environment.
10. Gathers and transports necessary equipment and supplies.
11. Additional other duties as assigned related to emergency, crisis and/or pandemic.

Knowledge and Abilities:

Knowledge of:

- Principles, methods, materials, tools, and equipment used in the plumbing trades including safety practices

- Plumbing codes
- OSHA safe practices

Ability to:

- Read, interpret and work from plans, drawings and specifications
- Make rough sketches of minor plumbing installations
- Estimate material and labor costs for minor plumbing jobs
- Keep simple records and make reports
- Use required tools and equipment skillfully and safely
- Understand and carry out oral and written instructions
- Work effectively and efficiently without close supervision
- Establish and maintain cooperative relationships with those contacted in the course of work
- Read and write at the level required for successful job performance
- Order necessary materials and supplies needed for job completion
- Take direction from Lead Maintenance Technicians and Department Management

MARGINAL JOB FUNCTIONS:

1. Perform other duties within the scope of the job description.

WORK ENVIRONMENT:

Performance of the essential job functions involves typically working in an environment as described here below.

Environmental Demands

Factor	Y	N	If yes, describe
Driving cars, trucks, forklifts and other equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Trucks, vans, forklift
Working around equipment and machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Building systems, tools, lifts
Walking on uneven ground	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ramps, walkways, stairs
Exposure to excessive noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Power tools, building systems
Exposure to extremes in temperature, humidity, wetness	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Outdoor conditions, boiler rooms, welding
Exposure to dust, gas, fumes, or chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dust, natural gas, lubricants, solvents
Working at heights	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ladders, rooftops, lifts
Operation of foot controls or repetitive foot movement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Driving pedals
Use of special visual or auditory protective equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Safety glasses, ear plugs
Working with bio-hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sewer waste

PHYSICAL DEMANDS:

Performance of the essential job functions involves typically requires the physical demands as described here below.

Category	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
Sitting			X		
Walking				X	
Standing				X	
Bending (Neck)			X		
Bending (Waist)			X		
Twisting (Neck)			X		
Twisting (Waist)			X		
Squatting			X		
Climbing		X			
Kneeling			X		
Crawling		X			
Repetitive use of Hands?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
	D = Dominant Hand ND = Non Dominant hand				
Simple Grasping (D)				X	
Simple Grasping (ND)				X	
Power Grasping (D)			X		
Power Grasping (ND)			X		
Fine Manipulation (D)			X		
Fine Manipulation (ND)			X		
Pushing & Pulling (D)			X		
Pushing & Pulling (ND)			X		
Reaching- Above Shoulder			X		
Reaching- At/Below Shoulder			X		

LIFTING

	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
1-10 lbs			X		
11-25 lbs			X		
26-50 lbs			X		
51-75 lbs		X			
76-100 lbs	X				
100+ lbs	X				

CARRYING

	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
1-10 lbs			X		
11-25 lbs			X		
26-50 lbs		X			
51-75 lbs		X			
76-100 lbs	X				
100+ lbs	X				

NOTE:

This Employer is an equal opportunity employer. In compliance with the Federal and State disability laws, this employer understands they have a responsibility to consider reasonable accommodations for individuals with disabilities.