

**San Jose · Evergreen Community College District
Classified Job Description**

Position: Facilities Maintenance Worker

Department: Maintenance

Location: District Office

Date: June 14, 2023

POSITION PURPOSE

Under general supervision, the Facilities Maintenance Worker performs a variety of maintenance and repair work on District buildings and facilities. The position assists skilled craft-workers in a variety of plumbing, electrical, carpentry, painting, maintenance and repair tasks. General supervision is provided by Maintenance Manager or assigned administrator. Immediate, technical, and functional supervision may be provided by skilled craft workers depending upon the work assignment.

KEY DUTIES AND RESPONSIBILITIES include but are not limited to the following:

1. Perform a variety of building maintenance duties involved in the repair and maintenance of buildings, facilities, fixtures and equipment; and perform and assist in building maintenance tasks involving plumbing, electrical, carpentry and other craftwork.
2. Perform basic electrical repair work on district buildings and facilities; replace lights, ballast, wiring, fuses, switches, lighting systems and other related fixtures and equipment; repair minor electrical outlet, switches, wire and breaker issues; and assist with running conduit and pulling wires.
3. Make basic repairs and adjustment to buildings and facilities including doors, windows, cabinets, walls and partitions; repair and install equipment and furnishings; assist carpenter in construction work.
4. Assist in preparing surfaces for painting, wallpapering and staining. Perform small or emergency repair of drywall, patch and repair walls, carpet or tile.
5. Assist in installing and repairing plumbing, heating, cooling, and gas fixtures and lines. Assist with inspecting, scheduling and performing preventative basic maintenance work on air conditioning, heating and refrigeration equipment including cleaning, replacing filters, greasing fittings and changing belts and bearings, etc.
6. Perform basic repairs to plumbing fixtures, pipes, washers and gaskets including assisting in installing new water lines and pipes and clearing lines in water and sewer systems.
7. Break up and demolish concrete and asphalt.
8. Perform gas and arc weld welding; fabricate brackets for pipes and support for wrought-iron fences or handrails.
9. Assist in repairing roofs, doors, windows, ceilings, tiles and similar building elements.
10. Assist Locksmith or Facilities Security Technician in resolving automatic doors issues including replacing door sensors, adjusting control boards, and replacing batteries from electrified door locks etc.
11. May respond to immediate safety and/or operational concerns such as facility damages; take appropriate action to resolve immediate safety issues in order to maintain a functional educational environment; and report findings to administrator.
12. Assist in preventive maintenance on a variety of equipment as assigned and utilize proper safety precautions related to all work performed.

13. Pick-up and deliver material and supplies. Clean up work sites.
14. Collect, sort and track universal hazardous waste.
15. Order building materials, parts and supplies related to work projects and repairs.
16. Operate a variety of maintenance related equipment and vehicle including hand tools and power equipment.
17. Maintain and file a variety of records related to area of assignment.
18. Perform other duties related to this classification as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

1. Work Order Systems or programs.
2. Basic construction and repair methods.
3. Operation and application of a variety of construction tools and equipment.
4. Basic welding.
5. Mechanical and operational principles.
6. Occupational hazards and safety precautions.
7. Principles and procedures of record keeping and filing.
8. Proper methods of storing equipment, materials, hazardous waste and supplies.

Ability to:

1. Read and interpret blueprints, drawings and schematics.
2. Perform semi-skilled maintenance and repair work without detailed instructions while assisting skilled craft-workers in the plumbing, electrical, painting or carpentry trade areas.
3. Use and care for tools, supplies and materials required in the work.
4. Carry out sustained physical activities and lift heavy equipment.
5. Work at heights, in confined spaces and other adverse weather conditions.
6. Work effectively with others encountered in the course of work.
7. Make repairs in emergency situations.
8. Understand and follow oral and written instructions.
9. Ensure adherence to safe work practices and procedures.

Experience and Education:

1. Educational equivalent to the completion of the twelfth grade.
2. Two years of building maintenance, construction or related work involving a wide range of systems, components, and related equipment.
3. Demonstrated sensitivity, knowledge and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, cultural, disability, and ethnic backgrounds of groups historically underrepresented, and groups who may have experienced discrimination.

License Requirement:

1. Possession of a valid Class C California Driver's License.

WORKING CONDITIONS:

Environment:

1. Indoor, office environment and outdoor environment, with climate changes.
2. Hazardous conditions.
3. Include travel to conduct work.

Physical Abilities:

1. Hearing and speaking to exchange information.
2. Dexterity of hands to perform the tasks required of the position.
3. Sight in order to be aware of hazards and dangers found in the nature of the work.
4. Regularly stand, walk, and sit for extended periods.
5. Ability to climb, stoop, kneel, reach, push, pull, grasp, and perform repetitive motions.
6. Climb ladders of varying heights.
7. Ability to maneuver in crawl spaces, attics, and utility tunnels.
8. Lift moderate to heavy objects up to 50 lbs.

Board Approved: 08/2005; Recl 03/20/1990; 01/25/2022 (min. qualification change); 6/13/2023 (duties update range changed from 82 to92)

Salary Range: 92

EEO Category: 2B6 – Maintenance/Skilled Crafts