

**MAINTENANCE SPECIALIST
(CARPENTRY, ELECTRICAL, PLUMBING)**

CLASSIFICATION: Classified

TITLE OF IMMEDIATE SUPERVISOR: Supervisor of Maintenance & Operations

TITLE OF EVALUATOR: Principal or Vice Principal

JOB SUMMARY: Under the supervision of the M&O Supervisor, possess specialized skills and knowledge in carpentry as well as performs a wide range of standard electrical and plumbing duties in the installation, repair and maintenance of the District facilities. Perform other related duties as assigned.

ESSENTIAL DUTIES:

- Maintains boiler
- Maintains heating and air conditioning systems
- Alters, repairs, or constructs articles and structures of wood, such as partitions, counters, doors, window frames, sheds, scaffolds, forms, and fences
- Makes and repairs school and office furniture and wooden fixtures, performing mill and cabinet work when necessary
- Maintains and repairs woodwork of buildings
- Lays and repairs floors and roofs, including work with asphalt tile and other composition materials
- Builds porches, stairways, closets, cases, and shelving.
- Fits doors, windows, sashes, and screens
- Operates power saws, drills, sanders, and other woodworking machinery
- Sharpens hand tools and sees that tools and equipment are properly cared for
- Removes putty and broken glass in frames or sashes and cuts, fits and fastens glass or plastic into window, transoms, skylights, doors, and partitions
- Sets glazier points or metal clips in wood or metal sashes
- Smooths putty into joints and bevels
- Fastens wood or metal moldings in place
- Ability to develop job cost estimates and related work schedules
- Ability to perform basic mathematic calculations
- Maintains bell system
- Opens and closes school facilities
- Maintains athletic fields
- Installs and repairs electrical outlets and fixtures
- Keeps records, maintains logs and prepare reports regarding facility maintenance and repairs using a computer base system
- Assists staff, students, coaches and parents with requests related to school maintenance and facilities
- Ability to communicate in oral and written form.

OTHER DUTIES:

- Gas and arc welding
- Vehicle maintenance
- Small engine repair
- Direct other employees assigned to maintenance projects
- Maintain surveillance cameras as necessary
- Specialized skill and knowledge in carpentry as well as a wide range of standard electrical and plumbing duties in the installation, repair and maintenance of District facilities

EMPLOYMENT STANDARDS:

• **Training and Experience** – Must have apprenticeship training or equivalent with a minimum of three (3) years experience in carpentry and trades. Knowledge of standard practices, principles, and techniques used in the building trades; construction materials; electrical, plumbing, heating and air conditioning systems. HVAC and locksmith knowledge desirable.

• **Abilities** - Ability to: operate power equipment (truck, tractor, fork lift, trenchers) and utilize power tools and hand tools in a safe and effective manner; follow written and oral instructions; direct the work efforts of co-workers. Must have the ability to analyze situations accurately and adopt an effective course of action as well as the ability to choose among a limited number of alternatives in solving routine problems.

• **Physical Effort/Working Environment** - Indoor and outdoor work environment during all seasons. Perform strenuous work, lift and carry up to 60 lbs., climb ladders, climb on top of buildings.

• **Licenses and Certifications** - A valid Class 3 California driver's license and evidence of appropriate automobile insurance based on DMV regulations may be required.

• **Education** –Completion of formal or informal education sufficient to assure the ability to read and write at the level required to successfully perform duties of the job.

West Sonoma County Union High School District
Classified Salary Schedule - Range 40
8 hrs per day, 12 months
Approved: September 12, 2012
Revised: