

July 2013

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: CLASSIFIED
SALARY TABLE: 29

CLASS TITLE: MAINTENANCE SPECIALIST
SALARY RANGE: 33

BASIC FUNCTION:

Under the direction of the Maintenance Supervisor, perform a variety of journey-level skilled and complex activities in the installation, maintenance and repair of College District facilities, utilities and equipment including tasks in electrical work, plumbing, carpentry and painting.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of journey-level skilled and complex activities in the installation, maintenance and repair of assigned facilities, utilities and equipment including tasks in carpentry, electrical work, HVAC, construction, plumbing and painting; assure compliance with applicable laws, codes, ordinances and regulations.

Plan, organize and lay out assigned tasks; interpret plans, diagrams, blue prints, sketches and specifications; estimate time, material and equipment needs for projects; inspect facilities, utilities and equipment to determine maintenance and repair needs and assure proper completion of projects.

Install, service, maintain, troubleshoot and repair heating, ventilation, air conditioning and refrigeration systems and equipment; inspect and perform electrical, mechanical and pneumatic tests on systems and equipment to identify defective parts and assure proper functioning; diagnose malfunctions and determine repair needs; assure compliance with applicable building codes.

Troubleshoot, diagnose and repair electrical fixtures, equipment and systems; install and replace lamps, light fixtures, ballasts, switches, fuses, conduit, cabling and other electrical accessories; trace out wiring, perform diagnostic tests on system components and replace defective wiring and parts.

Install, maintain and repair faucets, drinking fountains, toilets, urinals, sinks, valves, pumps and other plumbing components and fixtures; install, fit and replace pipes; inspect and repair leaks, obstructions and general system failures; maintain and repair drains and sewer systems as required.

Assist in the maintenance, troubleshooting and repair of heating, ventilation and air conditioning systems and equipment; test, maintain and replace filters, fans, belts, boilers, water heaters and motors; operate and adjust the Energy Management System as assigned.

Operate and maintain the EMS to control campus HVAC, lighting and fire alarm systems; utilize system controls and modify system settings as needed; input schedule updates or changes as needed; adjust the EMS to assure smooth, efficient and effective energy use and allocation; respond to staff

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and administrative requests for system adjustments as appropriate.

Repair or fabricate articles and structures of wood or related materials such as doors, partitions, counters and furniture; repair and replace hardware; repair floors, walls, ceilings and roofs as assigned; install, repair and replace windows and locks as needed.

Apply paint or other protective or decorative material to a variety of surfaces as assigned; prepare surfaces for painting; paint over graffiti as needed; operate a brush, roller or spray gun to apply a variety of surface coverings to various surfaces.

Adjust, maintain and repair ducting and air conditioning systems; detect and repair leaks as needed; service heating systems according to established guidelines; replenish freon as needed; clean, adjust and light pilots; rebuild and assemble parts and equipment; troubleshoot and resolve network and other EMS malfunctions as needed.

Monitor inventory levels of maintenance supplies and equipment; order, receive and maintain adequate inventory levels of supplies and equipment; confer with vendors concerning equipment and supply information and pricing as needed; provide input concerning major purchases as requested.

Operate and maintain a variety of maintenance equipment such as drills, saws, presses, lifts, booms, testers, meters, airflow hoods, jackhammers, forklifts, meters, torches and various hand and power tools; drive a vehicle to conduct work; utilize welding equipment to fabricate and install parts and components as needed.

Test, maintain, repair and adjust fire alarm, clock and other electronic systems and related devices and equipment as required; design, install and upgrade electrical and electronic systems as directed.

Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns.

Operate, maintain, troubleshoot, repair and replace global controllers used to provide communications within the campus EMS system; repair and replace communications trunks in campus buildings; repair and replace terminal unit controllers as necessary.

Perform preventive maintenance on equipment and utilities including replacing and servicing parts and components.

Operate, maintain, troubleshoot, repair and replace EMS communications devices in chiller controllers, variable speed drives, air handler or boilers.

Maintain various records related to systems, utilities, equipment, inventory, projects, work orders and assigned activities.

Participate in a variety of other assigned activities such as repairing kitchen equipment, disposing of hazardous materials and assisting with the review of contractor bids.

Respond to emergency maintenance and repair needs as directed.

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OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, materials, tools, terminology and equipment used in the building maintenance trades including HVAC, electrical, plumbing, carpentry and painting.

Proper methods of storing equipment, materials and supplies.

Operation, maintenance and adjustment of energy management systems.

Ventilation, heating, air conditioning and refrigeration systems utilized by the College.

Requirements of maintaining facilities, utilities and equipment in good repair.

Operation of a wide variety of hand and power tools and equipment.

Shop math applicable to the building trades.

Applicable building codes, ordinances, fire regulations and safety precautions.

Technical aspects of the building maintenance trades.

Mechanics of refrigerant flow control and pneumatic, electrical and electronic control systems.

Preventive maintenance principles and practices.

Health and safety regulations and procedures.

Record-keeping techniques.

Oral and written communication skills.

Proper lifting techniques.

ABILITY TO:

Perform a variety of journey-level skilled and complex activities in the maintenance and repair of College District facilities, utilities and equipment including tasks in HVAC, electrical, plumbing, carpentry and painting.

Operate a wide variety of hand and power tools and equipment related to the building trades.

Operate and maintain the EMS to assure smooth, efficient and effective energy use and allocation.

Troubleshoot and diagnose HVAC & R device, system and equipment malfunctions.

Assist in the maintenance, troubleshooting and repair of heating, ventilation and air conditioning systems and equipment.

Organize and lay out work.

Inspect, troubleshoot, diagnose, maintain, repair and replace a variety of parts and equipment.

Work from sketches, diagrams, blueprints, plans and specifications.

Work independently with little direction.

Estimate material and supply needs.

Observe health and safety regulations.

Maintain records related to work performed.

Interpret, apply and explain applicable building codes, ordinances, fire regulations and safety precautions.

Understand and follow written and oral instructions.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

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Any combination equivalent to: graduation from high school supplemented by completion of an approved apprenticeship program and three years journey-level experience in one or more of the building maintenance trades.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

Incumbents in this classification must possess a valid journey-level certification in one or more of the maintenance trades.

Some positions in this classification must possess a valid EPA Retrieval and Recovery certification.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.

Regular exposure to fumes, dust, dirt, oil and grease.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of tools and equipment.

Hearing and speaking to exchange information.

Seeing to perform maintenance duties.

Lifting, carrying, pushing or pulling heavy objects as assigned by the position.

Reaching overhead, above the shoulders and horizontally.

Bending at the waist, stooping, kneeling or crouching.

Standing for extended periods of time.

Heavy physical labor.

Climbing ladders.

HAZARDS:

Working around and with machinery having moving parts.

Working at heights.

Power saws and flying debris or nails.

Chemical fumes.

Electrical power supply and high voltage.

Hazardous chemicals.

Working in a cramped or restrictive work chamber.