CHICO UNIFIED SCHOOL DISTRICT
MAINTENANCE SPECIALIST

DEFINITION
Under direction, to perform a variety of skilled and semi-skilled work in the installation, maintenance, and repair of equipment in all maintenance trades such as refrigeration & heating, carpentry, electrical, flooring, painting, and plumbing, and related areas as required. While incumbents in this classification may be specialized in one or more of the craft trades, it is expected that incumbents competently perform duties outside their area(s) of specialty.

SUPERVISION EXERCISED
May exercise technical and functional supervision over lower level staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES
- Perform a full range of skilled work involved in the installation, repair, inspection, testing, and maintenance of:
  - All kitchen equipment including heating & cooling equipment, electrical & gas equipment, and other related kitchen equipment;
  - Lighting, power circuits, conduits, transformers, and switches;
  - Electrical cords;
  - Generators, fans, compressors, and pumps;
  - Feeder circuits to handle additional loads in distribution panels;
  - Sinks, faucets, and drains
- Replace fuses & circuit breakers, and install and/or alter building wiring
- Perform light sheet metal fabrication as needed
- Perform touch-up painting on fixtures & equipment as needed
- Meet & maintain compliance of Section 608 of the Clean Air Act of 1990
- Inspect heating, ventilating, and refrigeration equipment and perform routine preventative maintenance;
- Receive work orders; confer with supervisors and building administrators to determine work priorities; confer with originators regarding desired finished product; determine exact specifications of work requested; estimate supplies, materials and costs of repair projects; requisition necessary materials, parts, supplies, tools and equipment
- Read and interpret blueprints, schematics, and repair manuals to provide installation, repair, and maintenance that meet Code
- Maintain records of work performed; maintain records and inventory of materials, supplies, tools and equipment; prepare and submit reports
- Operate heavy equipment when required
- Operate light trucks, trailers or other equipment to move, haul and deliver materials, equipment, and maintenance supplies; load and unload materials and equipment
- Operate a variety of hand and power tools and equipment necessary in the performance of assigned duties
- Perform general and finish carpentry work
- Assemble and test new equipment
- Clean & maintain work areas, tools, and other equipment
- Follow preventative maintenance schedules where appropriate
- Check buildings and equipment to locate needed repairs and maintenance; report unsafe conditions to supervisor
- Check condition of delivery vehicle before starting daily runs; make minor adjustments when necessary; report major vehicle repair or service needs to proper authority; clean and wash interior and exterior of vehicle as needed; maintain fluid levels, including gasoline, oil and water.
- Pick up and deliver items to and from the warehouse and local vendors.
- Assist in filling requisitions and restocking shelves in warehouse; notify supervisor when stock levels are low and when shipping inconsistency, overages or shortages of items occur in stock received or on hand.
- Pick up and deliver mail, supplies, equipment, food, and other materials as assigned to and from various District sites, including District communications, books, furniture, files, and other miscellaneous items.
- Perform related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS
Knowledge of:
- Policies, procedures, laws, codes and regulations pertaining to assigned programs and functions including Section 608 of the Clean Air Act of 1990
- Occupational hazards and standard safety practices necessary in the area of maintenance and repair work
- Practices, methods, techniques, materials, tools and equipment used in one or more of the maintenance trades such as carpentry, electrical, heating, plumbing, or refrigeration
- Terminology used in maintenance and repair work.
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- Basic mathematical principles.
- Safe driving principles and practices.
- Computerized energy management programs.

Skill & Ability to:
- Safely operate heavy equipment, light trucks, trailers or other equipment
- Safely move, haul, load and deliver materials, equipment, and maintenance supplies
- Safely operate a wide variety of hand & power tools and power equipment
- Safely operate a motor vehicle
- Operate and make changes to energy management systems, using a computer.
- Perform a full range of skilled work involved in the installation, repair, inspection, testing, and maintenance of work-related equipment
- Interpret and apply the policies, procedures, laws, codes and regulations pertaining to assigned programs and functions
- Perform Freon recovery and reclamation
- Read, interpret and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints and schematics
- Evaluate new products and recommend usage
- Estimate time, materials and equipment required for assigned jobs
- Plan and organize work to meet schedules and deadlines
- Operate and make changes to energy management systems using a computer
- Prepare and maintain accurate and complete records
- Understand and follow oral and written instructions
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.
- Operate forklifts, pallet jacks and other standard warehouse equipment.
- Operate a motor vehicle safely.
- Perform heavy manual labor.
- Lift, carry and move heavy equipment and supplies

Experience and Training Guidelines:
Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:
- Five (5) years of related building maintenance trades experience preferably in the area of restaurant and/or commercial food industry, plus;
- Two (2) years of journeyman level experience in refrigeration.
- Must be at least 21 years of age.

Training:
- Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance, plus
- Completion of a formal apprenticeship program in a maintenance trade or seven (7) years of experience performing trade level work

License or Certificate:
- Possession of a valid California Class A License or must be able to acquire a Class A license by the beginning of the 5th month of the probationary period
- Possession of a Universal Refrigerant Handling Certificate by the beginning of the 5th month of the probationary period
- Possession of a valid Forklift Operator Certificate or completion of a certificated forklift operations certificate by the beginning of the 5th month of probationary period

Special Requirements:
Essential duties require the following physical skills and work environment:
- Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist
- Ability to exert 75 to 100 lbs of force frequently to lift, carry, push, pull, or otherwise move objects
- Ability to ascend and descend stairs, ladders, scaffolding, and ramps
- Exposure to noise, vibration, outdoors, confining work space, chemicals, explosive materials, mechanical hazards and electrical hazards
- Ability to travel to different work sites