CLASS TITLE: SKILLED MAINTENANCE WORKER

BASIC FUNCTION:
Under the direction of the Director-Facilities perform skilled installation, maintenance and repair of VCOE buildings, facilities and equipment; perform duties in a wide variety of the building maintenance trades; prepare and maintain records related to work performed.

REPRESENTATIVE DUTIES:
Perform skilled construction, maintenance and repair of VCOE buildings, facilities and equipment in a wide variety of trades including electrical, plumbing, locksmithing, HVAC and painting.

Perform installation, troubleshooting and repair of electrical fixtures, equipment, systems and other installations; install new wiring, plugs, lights and circuit breakers; maintain and repair outdoor lighting and security systems.

Install, repair, troubleshoot, adjust and perform preventive maintenance on heating and air conditioning equipment; operate specialized electronic equipment to detect refrigerant leaks in units; charge air conditioning systems with refrigerant gas to assure proper operation; remove and replace air conditioning compressors; change air filters periodically and replace worn pulleys and belts as necessary; replace fan blades and lubricate motors and bearings.

Install new or modify existing duct work as necessary; install vibration dampeners; replace defective timers and calibrate thermostats for energy conservation.

Install, repair, and maintain locking system; re-key and re-combinate locks; repair door locking mechanisms; cut new impression and replacement keys.

Perform a variety of construction repair and modifications according to applicable Uniform Building Codes; construct special furniture items for handicapped students; install and maintain floor tiles; repair roofs as necessary; install and replace windows and door glass; select appropriate wood grades and materials for use in carpentry projects.

Perform concrete installation such as estimating quantity, forming, placing and finishing concrete.

Install and repair water lines, natural gas lines and other plumbing fixtures according to established Uniform Plumbing Codes; install and maintain bathroom fixtures, hot water heaters, and recirculating pumps; maintain preventive maintenance schedule on plumbing and plumbing equipment; operate and repair pumps, generators and other equipment used in emergency repair of plumbing fixtures and equipment.

Drive a VCOE vehicle, following legal and defensive driving practices.

Operate a variety of specialized equipment, hand and power tools such as voltage tester, ohm meter, circuit tracer, key machines, electric rotor machines, pipe wrenches, saws, drill press, belt
sander, forklift, gauges, vacuum pump, and refrigerant recovery and recycling equipment.

Repair and maintain equipment in proper working condition.

Assist other skilled maintenance personnel in daily activities as assigned.

Serve as lead person to other maintenance staff on crews as assigned.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**
- Requirements of maintaining buildings and facilities in good repair.
- Applicable building codes, ordinances, fire regulations and safety precautions.
- Operation and use of hand and power tools and equipment.
- Record-keeping techniques.
- Shop math applicable to the building trades.
- Health and safety regulations and procedures.
- Principles of providing work direction to assigned crews.

**ABILITY TO:**
- Perform skilled work in the construction, renovation, maintenance and repair of building and facilities.
- Estimate materials and supply needs.
- Operate, adjust and service specialized equipment used in the basic trade.
- Operate a vehicle and a wide variety of power equipment and hand tools related to the building trades.
- Maintain routine records related to work performed.
- Work from blueprints, shop drawings and sketches.
- Prioritize and schedule work.
- Inspect facilities for maintenance and repair needs and fire, safety and health hazards.
- Work independently with little direction.
- Assign and review the work of others.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Maintain current knowledge of technological advances in the field.
- Perform heavy physical labor.
- Observe legal and defensive driving practices.

**EDUCATION AND EXPERIENCE:**
Any combination equivalent to: graduation from high school and four years experience in one or more of the building or maintenance trades including two years journey-level experience.

**LICENSES AND OTHER REQUIREMENTS:**
Valid California driver's license.

**WORKING CONDITIONS:**
**ENVIRONMENT:**
Is subject to inside and outside environmental conditions; subject to noise from equipment operation, regular exposure to fumes, dust and odors, and driving a vehicle to conduct work.

**REVISED June 2016**
PHYSICAL ABILITIES:
Heavy physical labor;
Require vision (which may be corrected) to read small print and perform construction work;
Standing for extended periods of time;
Climbing ladders and working from heights;
Dexterity of hands and fingers to operate a variety of specialized equipment and hand and power tools;
Reaching overhead, above the shoulders and horizontally;
Walking over rough or uneven surfaces;
Bending at the waist, kneeling or crouching, crawling, and turning/twisting; and
Lifting, pulling, pushing and carrying heavy objects weighing up to 75 pounds.

Should an applicant require reasonable accommodation, the Ventura County Office of Education will consider that upon request.

HAZARDS:
Dust, odors, dirt, oil/grease, gases, vapors from paints and solvents;
Working in a cramped or restrictive work chamber;
Power saws and flying debris;
Working at heights on ladders or scaffolding; and
Electrical power supply and high voltage.