



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
POSITION DESCRIPTION**

TITLE:	Maintenance Engineer	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Maintenance Department	CLASSIFICATION:	Non-Administrative Classified Technical
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Non-Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 7.5 hours per day or duty days/hours as assigned
APPROVED: Board Commission	June 29, 2016 July 15, 2016	SALARY GRADE:	Schedule: 57 Range: 57

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of journey-level maintenance and repair activities of District buildings, facilities, utilities and equipment in two (2) building trades (carpentry, electrical, plumbing, painting/glazing, and HVAC) on assigned day or night shift; provide work direction and guidance to maintenance personnel on special projects as assigned.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

All Positions

- Perform a variety of journey-level activities in two building trades in the maintenance and repair of designated buildings, facilities, utilities and equipment and basic maintenance and repair work in other trades
- Receive, prioritize and respond to work orders in a timely and efficient manner
- Perform regular safety checks of facilities to assure compliance with established laws, codes and regulations; identify and resolve safety hazards; respond to and resolve emergency situations as required
- Organize and lay out maintenance, repair, installation and construction tasks; interpret plans, diagrams, blue prints, sketches and specifications; estimate time, material and equipment requirements for assigned projects
- Operate and maintain a variety of hand and power tools and equipment such as drills, saws, presses, grinders and pallet jacks
- Assemble, move and arrange various furniture and equipment as directed; load and unload equipment and supplies
- Monitor inventory levels of maintenance supplies and equipment; order, receive and maintain appropriate inventory levels of supplies and equipment

- Communicate with personnel and various outside agencies and contractors to exchange information, coordinate activities and resolve issues or concerns
- Maintain various records related to safety, expenses, work orders, project status and assigned activities
- Perform preventive maintenance on equipment and utilities including replacing and servicing parts and components
- Train and provide work direction and guidance to assigned personnel on short-term special projects; assign daily duties to maintenance personnel on special projects as assigned

Carpenter

- Maintain, troubleshoot, and repair structures of wood or related systems such as walls, ceilings, roofs, floors, windows and all related building components
- Finish, repair, construct or install wallboard, stucco, sheetrock, frames, forms, plywood, sheds, fences, doors, partitions, furniture, windows, and other structures; perform necessary millwork; cut, size and glue Formica; hang sheetrock, lay ceiling tiles and flooring materials; install acoustical materials and remodel offices; repair, replace and install building hardware, including locks and security devices, door closers and panic bars; mix, pour and finish concrete; operate a variety of hand and power tools including radial arm saws, circular saws, handsaws, planers, drills, pneumatic nailers, power actuated attachment guns, hammers, screwdrivers, transits and other hand and power tools

Electrician

- Inspect, maintain, troubleshoot and repair electrical, equipment, systems and other installations;
- Install, inspect, service, maintain, repair and replace electrical components, including interior and exterior conduit, light and power circuits, motors and fans, control equipment, switches, public address systems, switchboards, stage equipment, burglar and fire alarms, clocks, power equipment and tools, heating and air conditioning controls; replace switches, receptacles, fuses, florescent tubes, light bulbs and fixtures; determine causes of electrical failures and solve them; repair the electrical systems of refrigeration equipment, electric stoves and kitchen appliances; install and maintain scoreboards and a variety of outdoor lighting units; repair and replace electronic devices and controls; operate a variety of inspection and repair equipment such as meters, gauges, fishtapes, drills and drill presses, conduit benders, power saws and other power and hand tools

Plumber

- Maintain, troubleshoot and repair plumbing systems such as water, drains, lines, and pumps; test plumbing systems; diagnose malfunctions and determine repair needs; inspect and repair leaks, obstructions, and general system failures
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- Install, service, maintain, regulate, repair and replace plumbing lines, fixtures, fittings and equipment; repair, adjust or replace auxiliary pumps, pipes, dishwashers, drinking fountains, sinks, faucets, valves, urinals, toilets, and other fittings and fixtures; unclog drains and sewer lines; operate a variety of inspection and repair equipment such as meters, gauges, drill presses, pipe threaders, power saws, grinders, soldering and brazing torches, pipe and tube cutters, hand and power snakes, and other power and hand tools

Heating, Ventilating and Air Conditioning (HVAC)

- Maintain, troubleshoot and repair heating, ventilation and air conditioning systems and equipment; make routine adjustments and perform preventive maintenance; diagnose malfunctions and determine repair needs; maintain and replace filters as necessary
- Install, service, maintain, regulate and repair HVAC equipment such as boilers, HVAC water systems, heaters, gas furnaces, pumps, valves, thermostats, electric and pneumatic control components, bearing assemblies, air conditioners, and other HVAC equipment; analyze operating conditions of boilers, air handlers, furnaces, mechanical components of air conditioners and other HVAC equipment; perform preventive maintenance such as cleaning and replacing filters, checking and replacing belts; draining, flushing and testing chemicals in boilers; operate a variety of inspection and repair equipment such as meters, gauges, drill presses, pipe threaders, power saws and grinders, soldering and brazing torch, pipe and tube cutters and other power and hand tools

Painter/Glazier

- Prepare surfaces for painting; apply paint or other protective or decorative materials on a variety of surfaces; operate and maintain tools and other equipment
- Prepare and mix paint and other coatings, including matching colors; prepare surfaces such as stucco, plaster, wood, metal, asphalt and cement for painting; apply paint, varnish, shellac and stain on interior and exterior surfaces, including play lines; apply finish to furniture, cabinets and shelving; remove broken glass and putty from windows, transoms and doors; mix and apply putty and install metal settings on wood moldings to make glass installation secure and watertight; cut glass and plastic window material to size; operate a variety of hand and power tools including circular saws, paint spraying equipment, paint mixing equipment, rollers, brushes, glass cutters and other hand and power tools

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, materials, tools, terminology and equipment used in two (2) of the building trades including electrical, HVAC, carpentry, plumbing and painting/glazing

Proper methods of storing equipment, materials and supplies

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 trades

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 activities in the maintenance and repair of facilities, utilities and equipment in two (2) of the building trades (carpentry, electrical, HVAC, plumbing and painting/glazing)
Operate a wide variety of hand and power tools and equipment related to the building trades
Receive, prioritize and respond to work orders in a timely and efficient manner
Organize and lay out work
Inspect, diagnose, maintain, repair or 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
Perform heavy physical labor

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by specialized training in building or a related field and four years experience in each of two (2) of the trades or nine years of experience in one of the building trades

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment
Regular exposure to fumes, dust, dirt, oil/grease
Seasonal heat and cold or adverse weather conditions
Driving 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 objects typically weighing up to 50 pounds, and with assistance up to 100 pounds
Reaching overhead, above the shoulders and horizontally
Bending at the waist, stooping, kneeling or crouching
Climbing ladders and working from heights
Standing for extended periods of time

HAZARDS:

Working around and with machinery having moving parts
Working at heights
Power saws and flying debris or nails
Exposure to fumes from chemicals, paints and solvents