



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
POSITION DESCRIPTION**

TITLE:	Maintenance Technician	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: 50

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of skilled maintenance and repair duties in the maintenance of school buildings, facilities and equipment; assist other maintenance personnel with a variety of special projects as assigned.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Perform a variety of skilled maintenance and repair duties in the maintenance of District buildings, facilities and equipment; troubleshoot malfunctions of related parts and equipment; assist in assuring a safe environment for students and staff
- Assist other maintenance personnel with a variety of assigned special projects related to carpentry, plumbing, painting, HVAC and electrical work; assist with preventative maintenance
- Maintain and repair furniture and cabinets; perform minor repairs on doors, frames, locks and hinges; replace ceiling and floor tiles
- Assist other maintenance personnel with installing, repairing and replacing fans, compressors, pumps, heaters and motors; adjust ventilation systems
- Clear plugged drains and sewer lines; repair or replace sinks, toilets, dispensers and drinking fountains
- Repair or replace circuits, fuses, fixtures, switches, ballasts and fittings
- Assist in the installation of HVAC equipment and flushing of chemical boilers
- Assist with monitoring and controlling swimming pool chemicals as assigned
- Operate a variety of maintenance and construction equipment including drills, fitters, gauges, pumps, detectors, locators, welders, compressors and a variety of hand and power tools; operate a vehicle to conduct work
- Prepare walls, ceilings, fences and other surfaces for painting; repair holes, scrapes and other minor surface damage

- Communicate with District personnel and outside agencies to exchange information related to work orders, supplies, equipment and assigned activities
- Prepare and maintain records related to work orders, materials and assigned activities
- Work from verbal and written instructions, blueprints, sketches and work orders
- Order materials and supplies as directed

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, equipment and materials used in building and equipment maintenance work

Applicable building codes, ordinances, fire regulations and safety precautions

Requirements of maintaining buildings and equipment in good repair

Basic math

Basic record-keeping techniques

Health and Safety regulation and procedures

Operation and use of hand and power tools and equipment

Oral and written communication skills

ABILITY TO:

Perform a variety of routine maintenance and repair duties in the maintenance of school buildings, facilities and equipment

Work independently

Assist other maintenance staff with a variety of special projects as assigned

Assist with moving furniture and equipment as required

Observe health and safety regulations and procedures

Operate tools and equipment used in maintaining buildings maintenance work

Communicate effectively both orally and in writing

Work from sketches and with blueprints

Work cooperatively with others

Understand and follow oral and written instructions

Maintain routine records related to work performed

Lift moderate to heavy weight objects safely and unassisted

Execute job assignments in a timely manner

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years building and equipment maintenance experience

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment

Driving a vehicle to conduct work

Regular exposure to fumes, dust and odors

Working in confined spaces

Working on roofs

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate specialized equipment and tools

Hearing and speaking to exchange information

Seeing to read a variety of materials and inspect District facilities

Standing for extended periods of time

Lifting, carrying, pushing or pulling objects typically weighing 50 pounds and occasionally, with assistance up to 100 pounds

Reaching overhead, above the shoulders and horizontally

Bending at the waist or kneeling Heavy physical labor

Climbing ladders, work off scaffolding

HAZARDS:

Working around and with machinery having moving parts

Working at heights