

# CENTER JOINT UNIFIED SCHOOL DISTRICT

**JOB TITLE:** Maintenance Worker/Heating, Ventilation, & Air Conditioning Technician

## **DESCRIPTION OF BASIC RESPONSIBILITIES**

To perform skilled work in the maintenance and repair of District buildings, facilities, and equipment in areas of building trades to include but not be limited to electrical, plumbing, carpentry, and painting; to perform skilled, journeyman work involving heating and air conditioning maintenance and repair.

**SUPERVISOR:** Director of Maintenance/Operation/Transportation

## **TYPICAL DUTIES:**

1. Performs a variety of skilled work in the maintenance and repair of District buildings, facilities, and equipment.
2. Receives approved work orders and determines necessary tools, materials, and equipment needed to complete assignment.
3. Performs carpentry work in the alteration, repair and maintenance of buildings, including partitions, cabinets, floors, roofs, doors, windows, fences, furniture, sheds, scaffolds, and forms.
4. May perform minor new construction such as sheds, fences and retaining walls.
5. Fits doors, windows and screens.
6. Installs and makes repairs to electrical wiring, switches, outlets, fixtures and motors.
7. Performs painting tasks assigned; scrapes, sands, fills or in other manner prepares surfaces for painting and repainting.
8. Patches and repairs roofs and gutters.
9. Cuts, threads, assembles and installs pipe.
10. Installs and makes emergency repairs and adjustments to plumbing fixtures and equipment including pipes, washers and gaskets, faucets, floats, and valves.
11. Responds to emergency situations such as facility damage, playground equipment, and roof leaks.
12. Repairs and/or replaces door hinges, locks, thresholds, door closure, door jambs, and panic hardware.
13. Inspects and repairs system components such as parts, equipment, and facility sidewalks, fences, and roads to maintain safe, comfortable operating condition.
14. Cleans and performs maintenance and adjustments to heating/air conditioning units, changes filters and checks pilot lights.
15. Mixes, pours and finishes concrete, stucco, and plaster.
16. Maintains tools and equipment in safe operating condition.
17. Replaces window glass and repairs to walls.
18. Performs welding work in repairing equipment, furniture and fixtures.
19. Operates a variety of hand and power tools including saws, welders, electric drills, pipe threaders, and joiners.

20. Assist other maintenance workers in support and /or coordination of their activities, as required.
21. Loads and transports needed tools, equipment, supplies and waste materials to and from work sites.
22. Prepares work logs and records related to completed work tasks.
23. Operates heavy equipment as necessary.
24. Services, maintains, and repairs hot water and steam boilers.
25. Services and maintains chilled water, heating, ventilating, refrigeration, and air conditioning equipment, controls and systems.
26. Performs water treatment on boilers and chillers.
27. Maintains a preventive maintenance program on all District HVAC equipment.
28. Maintains the District's energy management system.
29. Performs other duties similar to the above in scope and function as require.

## **EMPLOYMENT STANDARDS:**

### **Knowledge of:**

- methods, practices and materials used in maintenance, heating/air conditioning, and repair activities;
- tools, materials, and terminology used in heating/air conditioning and building trades;
- standards for safe use of equipment;
- proper maintenance of tools, machinery, and equipment.

### **Ability to:**

- use and operate safely a variety of hand and power tools, and other equipment used in building/equipment maintenance work;
- read and interpret blueprints, sketches and diagrams;
- perform basic arithmetical calculations using addition, subtraction, multiplication, and division;
- effectively estimate the scope of work assignments and to secure the necessary tools and materials to complete each assignment;
- work independently with minimal supervision;
- meet and maintain the physical requirements necessary to safely and effectively perform required duties;
- communicate effectively in both oral and written forms;
- establish and maintain cooperative work relationships with those contacted in the performance of required duties.

## **EDUCATION, EXPERIENCE AND REQUIREMENTS:**

- High School Diploma or equivalent;
- Possession of a valid Universal Certificate and in compliance with appropriate Sections of the Federal Clean Air Act;
- Minimum of three (3) years experience in general maintenance and heating/air conditioning;

- Possession of a valid and appropriate California's Driver's License and evidence of insurability;
- TB Test clearance;
- Criminal Justice Fingerprint clearance.

**PHYSICAL CHARACTERISTICS:**

- Sufficient vision to read printed material;
- Sufficient hearing to conduct in-person and telephone conversations;
- Understandable voice with sufficient volume and clarity to be heard in normal conversations;
- Sufficient dexterity to write, use telephone and office equipment;
- Sufficient mobility to move about the District and drive a vehicle;
- Sufficient strength to lift 50 lbs. or carry object weighing over 25 lbs;
- Physical, mental and emotional stamina to endure long hours under sometimes stressful conditions.