

**College of the Siskiyous  
Job Description**

**Job Title:** Skilled Maintenance Specialist

**FLSA:** Non-Exempt

**Group:** Classified

**Salary Class:** L

**Salary Schedule:** Classified

**Job Summary**

Under the general direction and supervision of the Director of Maintenance and Operations, perform a variety of duties and tasks associated with the maintenance and repair of buildings, building facilities, equipment and building activities.

**Class Characteristics**

Provide maintenance on building systems such as plumbing, heating, cooling, lighting, and related control systems. Assist with grounds, maintenance, repair, and alteration tasks. Receive limited supervision within a broad framework of standard policies and procedures.

**Essential Duties and Responsibilities include the following**

Responsible for remodeling and modernization projects associated with the building systems of the college.

Perform specialized work in the areas of repair, maintenance of grounds; operate building and maintenance equipment and machinery.

Respond to emergencies quickly and calmly and make appropriate decisions; work with grounds, custodial and other personnel as appropriate in the performance of specific tasks.

Work in the repair of facilities or equipment using hand and power tools; work with asbestos.

Troubleshoot and repair projects associated with the duties assigned.

Take appropriate care of tools, materials and equipment at the work site.

Maintain inventory of materials, parts and supplies.

Identify and report repair needs to supervisor.

Assist in electrical installation and repair, HVAC, and plumbing installation and repair.

Perform duties as assigned that may include grounds maintenance, custodial work, equipment repair, painting or operation support for the day-to-day requirements of the college.

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Provide access for handicapped.

Maintain cross training requirements in support of other specialties within the Maintenance Department

Utilize appropriate safety precautions in the performance of duties.

Perform other related duties.

### **Employment Standards**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The knowledge and skill requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Training and Experience: Any combination of experience and training equivalent to the completion of high school and some college level work and one or two years of experience and/or training in skills associated with the repair and maintenance of buildings.

Knowledge: Knowledge of building codes; methods of maintaining, repairing, altering, and improving buildings and grounds; qualities of various materials and uses in specific situations; tools, equipment, and materials used in the trade; fire and safety regulations; repair and alterations, and the use of power tools.

Ability: Ability to perform a variety of maintenance and repair activities; demonstrate proper use of tools and machines of the trade; perform skilled rough maintenance and grounds work; understand and follow both oral and written instructions; read and write at a level necessary to perform the duties of the position; perform the scope of work; operate and maintain equipment and tools safely; work from blueprints, drawings and sketches; work safely and effectively on ladders; use sound judgment; meet the physical requirements of the job; establish and maintain effective work relationships with those contacted in the performance of required duties.

Physical Effort/ Work Environment: Heavy physical effort which may include frequent standing, walking, and lifting or moving of heavy parcels, machines or equipment of 20 or more pounds; frequent activities requiring full body exertion; work with asbestos. Indoor/outdoor work environment with some exposure to weather extremes.

Licenses and Certificates: When driving a district vehicle a valid California driver's license and evidence of appropriate automobile insurance based upon DMV regulations may be requested. Employee must be insurable by the college's insurance carrier while employed in this classification.

**Job Description Approved: 4/98**