

BUTTE-GLENN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: MAINTENANCE TECHNICIAN II

C150.200

BASIC FUNCTION: Under the direction of an administrator, performs journey level duties in the maintenance, repair and remodeling of buildings and equipment.

DISTINGUISHING CHARACTERISTICS:

This is the journey level class in the Maintenance Technician series. Positions in this class perform the full range of required functions under general supervision and may be assigned more complex assignments requiring advanced skill. May be required to work independently, exercising judgment and initiative within general guidelines.

REPRESENTATIVE DUTIES: *(The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated with an asterisk *)*

- *1. Performs semi-skilled and skilled maintenance work in a variety of building trades; performs emergency repair work as needed.
- *2. Performs preventive maintenance of equipment and buildings; cleans and maintains equipment in an orderly manner.
- *3. Installs water piping; repairs and replaces valves, fittings and other fixtures; wipes and flushes joints; cleans out drains in water and sewer systems.
- *4. Maintains sewage treatment plant; maintains and operates pumps, valves, regulators, flow meters and related charts.
- *5. Assists in inspecting, servicing and repairing HVAC systems and refrigeration equipment; monitors thermostats for proper operation.
- *6. Performs locksmith work as needed including repairs, installation, replacements and re-keying complex lock systems; installs and adjusts alarm and panic hardware.
- *7. Inspects, cleans and repairs roofs on District buildings.
- *8. Operates a computer to perform basic data entry, access email and District announcements, etc.
9. Assists Senior Technicians or other skilled workers on more complex projects or assignments.
10. May assist in the repair, installation, service and maintenance of electrical systems; may assist in the wiring of new or remodeled buildings.
11. May prepare records, reports or material estimates for projects to which assigned.
12. May serve on a variety of District committees as requested.
13. May perform other duties as assigned.

MINIMUM QUALIFICATIONS:

- **EDUCATION/EXPERIENCE:**

- Graduation from high school or G.E.D. or the equivalent*; **AND**
- Four (4) years of experience closely related to the duties and responsibilities of this class.

* High School education equivalency equals an adult education diploma or four (4) years of full-time, paid work experience.

- **CERTIFICATES, LICENSES, REGISTRATION AND OTHER REQUIREMENTS:**

- Hold and maintain a valid driver's license throughout duration of employment with the District.

DESIRED QUALIFICATIONS:

- Four (4) years of experience directly related to the duties and responsibilities of this class.
- The completion of a formal trade apprenticeship program.
- Associate's Degree in construction, building technology or a related field.
- Valid Grade II Waste Water Operator Certificate – *Employee compensated additional 5% for valid certificate.*

KNOWLEDGE, SKILLS AND ABILITIES: (May be acquired through education, training and/or experience.)

Knowledge of: District policies and procedures; the materials, tools, equipment and practices used in the building trades; the safe operation, care and maintenance of equipment, tools and machinery utilized in the building maintenance trade; applicable safety methods associated with department equipment and activities; basic computer usage for accessing email and utilizing software, etc; basic recordkeeping; preparation of reports; the safe and proper handling and disposal of hazardous materials.

Ability to: learn, interpret, follow and implement the rules and regulations affecting the District and departmental activities; use, operate, maintain and repair maintenance tools and equipment; work from sketches, drawings and blueprints; follow safety rules and regulations; understand and follow oral and written instructions; work as a team member as required; work independently with an emphasis on detail; read and write at the level necessary for successful job performance; operate a computer to perform position functions; utilize keyboarding skills commensurate with the required functions for this position; establish and maintain cooperative working relationships with those contracted during the course of work; demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

No assigned permanent staff to supervise. May provide work direction to Maintenance Technician I's, student and short-term employees and outside contractors.

PHYSICAL EFFORT:

Regular, and at times sustained exertion of heavy physical effort such as walking over rough or uneven surfaces, bending, stooping, crawling, crouching, pushing, pulling, climbing, working in confined spaces, and moving moderately heavy items (20-50 lbs.) and occasionally very heavy items (100+ lbs); the operation of vehicles, shop equipment and hand tools in which manipulative skills and hand/eye coordination are important ingredients of safe and/or productive operations.

CONTACTS:

Faculty, staff, administrators, students and the general public.

WORKING CONDITIONS:

Exposure to adverse weather conditions, extreme heat or cold, noise from equipment and machinery, strong and/or toxic fumes/chemicals, dusts and pollen, machinery hazards, working in confined spaces and/or overhead for extended periods of time; high voltage; high pressure gases and liquids; good faith estimates of working under the pressure of deadlines; constant interruptions and occasionally difficult customers.

NOTE: THIS CLASS IS NON-EXEMPT UNDER FLSA PROVISIONS.

Butte-Glenn Community College District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Butte-Glenn Community College District will provide reasonable accommodation to qualified individuals. Butte-Glenn Community College District encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.