

BUTTE GLENN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: MAINTENANCE TECHNICIAN SENIOR

C150.300

BASIC FUNCTION: Under the direction of an administrator, performs complex skilled and semi-skilled duties in the maintenance, repair and remodeling of buildings and equipment. Performs lock-smith functions as well as lead duties as required or assigned. May perform other related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This is the technical specialist level in the Maintenance Technician series. Work is performed within broad guidelines and high levels of independent judgment are required and may involve responsibility of lead direction on projects as assigned. All positions assigned to this class perform the full range of required functions and work independently, exercising judgment and initiative. Duties may involve performing the most technical and difficult tasks, requiring specialized or advanced skill in one or more areas of the work assigned.

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, skilled and specialized maintenance work in a variety of the building trades; performs emergency repair work as needed.
- *2. Performs preventive maintenance of buildings and equipment; cleans and maintains equipment in a safe and orderly manner.
- *3. Assists in the repair, installation, service and maintenance of electrical systems; assists in the wiring of new or remodeled buildings.
- *4. Installs water piping; repairs and replaces valves, fittings and other fixtures; wipes and flushes joints; cleans out drains in water and sewer systems.
- *5. Maintains sewage treatment plant; maintains and operates pumps, valves, regulators, flow meters and related charts.
- *6. Assists in inspecting, servicing and repairing HVAC systems and refrigeration equipment; monitors controls and thermostats for proper operation.
- *7. Performs locksmith work as needed, including repairs, installation, replacements and re-keying complex lock systems; installs and adjusts alarm and panic hardware.
- *8. Inspects, cleans and repairs roofs on campus buildings.
- *9. Leads crew members in assigned projects; assists with training new employees.
- *10. Prepares records, reports and material estimates for projects as assigned; prepares records of work accomplished and the time, parts and materials used.
- *11. Operates a computer to perform basic data entry, access email and District announcements, etc.
12. Serves on a variety of District committees as requested.
13. May perform other duties as assigned.

MINIMUM QUALIFICATIONS:

- **EDUCATION/EXPERIENCE:**
 - Graduation from high school, G.E.D. or the equivalent*; **AND**
 - Four (4) years of experience directly 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:

- Valid Grade II Waste Water Operator Certificate, valid Grade 1 Water System Operator Certificate and a valid D1 Water Distribution System Operator Certificate. – *Employee compensated additional 5% for valid certificates.*
- The completion of a formal trade apprenticeship program.
- Associate's Degree in construction, building technology or a related field.

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

Knowledge of: District policies and procedures; the policies, procedures, rules and regulations affecting departmental activities; the materials, tools, equipment and practices used in building trades and in the maintenance of equipment, tools and machinery; applicable safety methods associated with department equipment and activities; 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, District announcements and utilizing software for report writing, etc; basic recordkeeping functions; 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; perform locksmith work; 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; maintain proficiency in keyboarding skills; prioritize work load and meet deadlines; make decisions; independently apply good judgment; accurately provide clear work direction when required; establish and maintain cooperative working relationships with those contacted 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. Provides leadership and assists in training new and short-term employees.

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, working in confined spaces, and lifting and carrying 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.