

Job Description/Title: MAINTENANCE SPECIALIST
Approved, Bargaining Unit President:
Approved, MPC Associate Dean, Human Resources:
Board Approved: 6/27/2013

MONTEREY PENINSULA COLLEGE

MAINTENANCE SPECIALIST

JOB SUMMARY

Under general supervision, perform a variety of skilled maintenance, repair, alteration and building constructions tasks related to the college buildings and equipment within a broad framework of standard policies and procedures.

EXAMPLES OF FUNCTIONS

Essential Functions

Perform a variety of skilled work in the maintenance and repair of buildings and equipment which may include: glazing, welding, flooring, masonry, locksmith skills, plumbing, carpentry, electrical, sheet metal, and painting.

Program and operate various time clocks and lighting controllers.

Operate and perform work using aerial boom lifts and vertical man lifts.

Install and make emergency repairs to various kinds of fixtures and equipment.

Perform routine carpentry in limited construction work; remodel and build on existing structures as required; design, manufacture and install counters, cabinets, shelves of wood , formica and/ or sheet metal.

Install floor and ceiling tiles, set forms and finished cement; install locks/dead bolts.

Maintain heating and air conditioning equipment; operate, monitor and adjust energy management system as needed; make minor adjustments and repairs to hot water systems and console heaters; wipe/flush joints; clear drains/sewers of obstructions.

Respond to emergencies quickly and calmly; assesses situation, make appropriate decision.

Design, fabricate and install sheet metal air conditioning and heating duct work.

Repair items such as: fences, athletic equipment, outdoor play equipment, and bicycle racks using hand and power tools, welding tanks and arc welders.

Apply paint, varnish, shellac, enamel, lacquer or other protective/decorative finishes various surfaces.

Scrape, sand fill/prepare surfaces for painting; mix/match paints.

Make repairs to motors, lighting circuits, conduit and duct systems and other types of electrical lighting, signal and power equipment.

Attend and participate in staff meetings and specialized in-service training sessions including but not limited to requirements of OSHA and the EPA.

Other Duties

Perform other related maintenance duties as assigned.

EMPLOYMENT STANDARDS

Education and Experience

Any combination of experience and training which would indicate possession of the knowledge, skills and abilities listed herein. For example, two years of work experience in one or more of the following trades: electrical, plumbing, carpentry, painting, cabinet/furniture making, or heating and air conditioning.

Knowledge

Knowledge of: building codes; one or more trades such as sheet metal work, welding, carpentry, plumbing, electricity, steamfitting, painting, masonry, equipment operation and surveying, small appliance repair or building and cabinet making; safe maintenance practices; safe use and operation of a variety of hand and power tools and equipment used in repair and maintenance.

Abilities

Ability to: perform a variety of maintenance and repair activities; 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, scaffolds, riggings, and roofs of varying heights; use sound judgment, initiative and ingenuity; meet the physical requirements of the job; establish and maintain effective work relationships with those contacted in the performance of required duties; demonstrate an understanding of, sensitivity to and appreciation for, the academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus.

PHYSICAL EFFORT/WORK ENVIRONMENT

Heavy physical effort which may include frequent standing, walking, and handling of heavy items such as machines or equipment of up to 50 pounds; frequent activities require full body exertion; must be comfortable working at heights up to 50 feet on an aerial boom lift and 40 feet on an extension ladder. Indoor/outdoor work environment with some exposure to weather extremes.

LICENSES AND CERTIFICATES

A valid Class C California driver's license; must be insurable by the college's insurance carrier while employed in this classification.