

## NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Skilled Maintenance Mechanic	Range:	41
Date Revised:	April 2, 2009	Date Approved:	December 11, 2003

### PRIMARY PURPOSE

This position is responsible for the performance of skilled maintenance work on facilities, systems and related equipment.

### ESSENTIAL FUNCTIONS

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1.	Performs a variety of maintenance and repair work utilizing the skilled basic trades.
2.	Installs, repairs, services and maintains facilities, systems and equipment as assigned.
3.	Operates a variety of maintenance tools and equipment including trucks, manual and electrical tools; may operate a forklift as required.
4.	Performs inspections of facilities and equipment as directed; reports facilities and equipment malfunctions to appropriate personnel and recommends repair work.
5.	Works independently or collaboratively with other trades personnel to complete activities and tasks (e.g., HVAC, electrical, carpentry, plumbing, painting and locksmith duties).
6.	Maintains a variety of records related to labor, materials and work orders; orders supplies and materials from various vendors according to established procedures; maintains storage areas in clean and orderly condition.
7.	Trains and provides work direction and guidance to others as directed; assists other maintenance personnel as needed.
8.	Communicates with students, staff, instructors, various departments, outside organizations and others, as directed; provides and receives information and assistance related to work activities.
9.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
10.	Participate in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; active assistance in the creation of a welcoming and inclusive work and educational environment; attend and participate in diversity, equity and inclusion trainings and events.
11.	Performs related duties as assigned.

### OTHER FUNCTIONS

In addition to the essential functions, this position may be responsible for the maintenance of swimming pools, including conducting chemical testing and treatment to maintain proper water balance and sanitation.

### WORKING RELATIONSHIPS

The Skilled Maintenance Mechanic completes assigned tasks under the direction of the management supervisor.

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## EDUCATION AND EXPERIENCE

### Minimum Qualifications

High school diploma or GED

Minimum three (3) years journey-level experience in the basic trades

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

### Desirable Qualifications

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

## KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of methods, tools, materials and equipment used in maintenance and repair work

Knowledge of health and safety regulations

Knowledge of requirements of maintaining school facilities, systems and equipment in a safe, clean and orderly condition

Knowledge of proper methods of storing equipment, materials and supplies

Knowledge of record-keeping techniques

Ability to perform skilled maintenance and repair duties in the assigned basic trades

Ability to perform major maintenance using a variety of tools and machines utilized in the basic trades

Ability to operate a variety of tools and equipment including manual and electrical tools

Ability to plan, organize and prioritize work

Ability to meet schedules and time lines

Ability to analyze situations accurately and adopt an effective course of action

Ability to understand and follow oral and written directions

Ability to establish and maintain effective working relationships with others

Knowledge of use and application of pool chemicals and tests (if pool maintenance duties are assigned)

Knowledge of materials, equipment, terminology and methods used in pool maintenance (if pool maintenance duties are assigned)

Ability to operate pool cleaning equipment (if pool maintenance duties are assigned)

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## SPECIAL REQUIREMENTS

A valid California Driver's License

A valid forklift certification

A valid electric cart certification

Pool Technician Certification (if pool maintenance duties are assigned)

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## TRAINING REQUIREMENTS

Asbestos Awareness (2 hrs)

Asbestos Awareness (16 hrs)

Bloodborne Pathogens

Confined Space

Hazard Communication

Industrial Truck/Forklift Certification

Lead Awareness

Lockout/Tagout

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Respiratory Protection

Utility Cart Certification

Pool Technician Certification (if pool maintenance duties are assigned)

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**WORKING CONDITIONS**

Indoor and outdoor environment; subject to frequent lifting (up to 70 pounds unassisted), standing, bending, carrying, climbing, crawling, digging, pushing and pulling; subject to constant heat, fumes, and noise; exposure to potential electrical shock from high voltage; exposure to hazardous chemicals and materials; exposure to adverse weather conditions.

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