



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
BUILDING MAINTENANCE GENERALIST	CLASSIFIED	GRADE: M
BOARD POLICY REFERENCE: 2012/2013 Classification Review		Board Approved:

**JOB DESCRIPTION:**

Under general supervision, perform journey level work in the repair and maintenance of related facilities in keeping with District-wide sustainability efforts; may serve as lead worker to other classified staff in the area; and perform related work as required.

**SCOPE:**

The Building Maintenance Generalist performs a wide variety of general and preventive maintenance and repair work. Incumbents independently perform a broad spectrum of facilities and systems maintenance functions or may serve as lead or back-up to other crafts workers on complex assignments.

**KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature. The following duties are listed both as trade specific and shared responsibilities.*

1. Leads or assists in the construction, alteration, preparation, painting and repair to structures made of wood, plaster, concrete or brick; assists in the construction of cabinets, tables, shelves and other types of furniture.
2. Leads or assists in the installation, repair and maintenance of building roofs; responds to service requests to secure furniture for earthquake preparedness.
3. Assists in the maintenance and minor repairs to heating, ventilation systems, air conditioning and refrigeration systems and equipment.
4. Assists in the troubleshooting, repair and maintenance of electrical distribution systems including electric motors, electric controls, fire alarms, and clock systems.
5. May lead or assist in the repair and maintenance of lockable hardware such as doors, automatic electric doors, windows, lockers and magnetic keying systems to ensure safety of facilities; maintains records on keys made and issued and lock replacements.
6. May lead or assist in the maintenance and repair of plumbing and heating fixtures and components, piping of various size and type; checks safety equipment and replaces components such as washers, gaskets, and filters.
7. Assists in the inspection, repair, or replacement of pumps, valves and boiler systems.
8. Assists in the writing of specifications for repairs and new construction.
9. Assists in the maintenance and repair of vehicles.
10. May perform skilled work in the repair and maintenance of facilities and equipment in District swim centers.

**Shared Responsibilities:**

1. Maintains appropriate service and repair records.
2. Researches, purchases and inventories equipment parts, chemicals and supplies.
3. Responds to routine and emergency calls for repairs and service.
4. May train and direct the work of other classified staff in the area.

## **EMPLOYMENT STANDARDS**

### **ABILITY TO:**

Operate and use a broad spectrum of tools and equipment skillfully and safely perform heavy physical labor; read and comprehend plans and blueprints; train and direct the work of others; follow and give oral and written instructions; maintain cooperative working relationships; demonstrate sensitivity to, and respect for a diverse population.

### **KNOWLEDGE OF:**

Broad knowledge of standard practices and procedures of construction trades such as plumbing, HVAC, electrical, carpentry, painting and mechanical systems, including materials and tools; applicable code requirements; methods and practices followed in the maintenance of tools, machinery, and equipment; safety precautions to be observed in the maintenance and installation of electronic and mechanical equipment; computer software programs including e-mail and service request systems.

### **MINIMUM QUALIFICATIONS:**

*Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)*

#### *Education:*

Graduation from high school, supplemented by completion of a Union, private (in-house), military, or trade school apprenticeship program that includes theory and on-the-job work.

#### *Experience:*

Four years journey-level experience working in at least one relevant trade in a commercial, industrial, or facilities operations setting.

#### Preferred:

Broad depth of knowledge in multiple trades; experience in metal fabrication (welding).

### **LICENSE OR CERTIFICATE:**

This classification requires the use of a personal or District vehicle while conducting District business. Must possess a valid (Class C) California driver's license and an acceptable driving record.

### **SPECIAL REQUIREMENTS:**

Must be able to perform physical activities, such as, but not limited to, lifting equipment (up to 50 lbs. unassisted), bending, standing, climbing or walking. Must be able to safely use manual tools and power equipment common in the construction trades. Must be able to handle hazardous materials safely and tolerate exposure to electrical hazards.

Ability to complete the following trainings as required: forklift operation certification, lock out tag out, fall arrest, confined space, MSDS, asbestos and lead identification, ladder safety, emergency evacuation, in-house OSHA and respirator training.