

TITLE: Maintenance Generalist

CLASSIFICATION: Classified

SALARY GRADE: C09

SCOPE OF POSITION:

Under general direction, performs a variety of general and preventive maintenance services, installations, or repair work for District facilities. Serves as lead or provides support to other trades workers.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Performs preventive maintenance work on HVAC systems such as changing air filters, belts, and greasing motors.
2. Assists plumbers with various duties, including leak repairs, boiler repairs, flushing meter valve replacements, and using electric snake augers.
3. Assists Automotive/Equipment Mechanic with vehicle maintenance services such as changing fluids and tires.
4. Assists in the troubleshooting, repair, and maintenance of lockable hardware, and keying systems. Serves as lead or assists in preparation and painting of District facilities, troubleshooting, repair, and maintenance of electric controls, electric motors, fire alarms, and clock systems.
5. Assists electricians with lighting replacement and retrofitting.
6. Performs other facility maintenance and improvement services.
7. Maintains repair reports and other documentation. Inventories supplies and reports needs.
8. Responds to critical needs and emergencies.
9. Monitors work done by outside contractors for adherence to local, state and federal code requirements, and reports violations.
10. Follows established safety rules and regulations.
11. Directs the work of student employees.
12. Serves as a lead to other classified and short-term, non-continuing (STNC) employees in the area.

KNOWLEDGE OF:

1. Standard practices and procedures of construction trades such as plumbing, HVAC, electrical, carpentry, painting, and mechanical systems, including proper use of materials and tools.
2. Applicable code requirements.
3. Methods, practices, and safety precautions in the maintenance of tools, machinery, and equipment.
4. Relevant local, state, and federal rules and regulations, policies and procedures.
5. Applicable technology usage, including standard office productivity software and other appropriate technology.

TITLE: Maintenance Generalist

ABILITY TO:

1. Operate and use required tools and equipment skillfully and safely.
2. Perform physical labor.
3. Read and comprehend plans and blueprints.
4. Train and direct the work of others.
5. Collaborate productively and cooperatively with individuals and groups, both internally and/or externally.
6. Communicate effectively, both orally and in writing.
7. Exercise appropriate judgement in interactions with others and with work processes.
8. Interact with the public in a helpful, courteous and professional manner.
9. Demonstrate sensitivity to, and respect for, a diverse population.

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 the supervising administrators, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

High school diploma or GED required.

EXPERIENCE:

1+ year of full-time or part-time equivalent related experience with at least one relevant trade in commercial, industrial, or facilities operations setting.

OTHER REQUIREMENTS:

- 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.
- Must be able to perform physical activities such as, but not limited to, lifting (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 stay current with the following: ABS brake systems, fuel management systems, automotive electrical training, and ASE certification Automotive Diagnostic.
- Occasionally required to work under inclement weather conditions.
- Must be able to work safely in an environment containing hazardous chemicals and solvents using personal protective safety measures.
- Ability to complete the following trainings as required: forklift operation, pesticides, asbestos, and blood borne pathogens training certificates and back safety classes.

SANTA ROSA JUNIOR COLLEGE COMMITMENT:

All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).