

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Maintenance Trades Person / Buildings & Grounds

Unit: Maintenance & Operations

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Job Code: E1690
Original Date: 08/1993
Last Revision: 01/2016
Staff Type: Classified
FLSA status: Non-exempt
Salary Range: 31

DEFINITION

Under the direction of the District Facilities Supervisor/Buildings and Grounds or the Building & Grounds Trades Coordinator, independently perform semi-skilled and journey level work in larger than average sized construction, maintenance, repair, and remodeling projects of various district buildings, grounds, and structures for periods longer than short-term that require multiple trades knowledge and abilities. Oversee, plan, and schedule work of contract and hourly workers; create plans, timelines, and working drawings; and interact with independent contractors and vendors.

DISTINGUISHING CHARACTERISTICS

The Maintenance Trades Person/Buildings & Grounds must be knowledgeable and capable of performing semi-skilled to journey level work in a variety of construction, maintenance, and landscape trades, including but not limited to carpentry, basic electrical, general painting, plumbing, concrete forming and finishing, asphalt paving and repair, and roofing repair and maintenance. This classification is distinguished from Carpenter I, Painter I, Plumber I, and other journey level classifications by the performance of tasks and/or projects requiring a multitude of skilled trades. Incumbents in this class do not spend an extended period of time performing any one particular specialized trade. Carpenter I, Painter I, and Plumber I classifications represent strong technical skills typically achieved through five years of journey level experience and related training in the specified trade.

EXAMPLE OF DUTIES

1. Construct, maintain, and repair facility structures, roofs, ceilings, walls, floors, carpets, cabinets, windows, doors, pool pump, filter and water level system, and associated classroom equipment. Repair carpets, floors, ceiling tile, linoleum, locks, electrical outlets and fixtures, plumbing fixtures, wall partitions, furniture, doors, windows, desks, modular office equipment, child development equipment, instructional classroom equipment, parking lots, roadway pavement surfaces, and access walkways. Install doors, locks, lockers, shelving, cabinets, wall partitions, mirrors, plumbing fixtures, electrical outlets and fixtures, ceiling tile grids, signs, ramps and stairways, and wood frames.
2. Diagnose and provide sound solutions to various problems associated with district buildings and ground facilities to ensure all reported problems are quickly checked and maintenance and/or repairs are promptly resolved; report major problems directly to the Maintenance Supervisor.
3. Assist in the planning, estimating, design, scheduling, procurement, and coordination of remodeling, landscape, maintenance, and construction projects with input from journey tradesmen as needed; perform independently or working with other trades, vendors, or support persons. Plan the work methods and determine the supplies and equipment needed to complete assigned buildings and grounds maintenance and repair; schedule timing of assigned maintenance work to minimize interruptions to district operations.
4. Perform special projects, including surveying roofing conditions, inspecting contractor work, mapping plumbing systems, and surveying campus signage.
5. Operate professional hand and power tools for the various trades, including plumbing snakes, jackhammers, drills, saws, pipe cutters, pipe-threaders, and welding and cutting torches.
6. Operate heavy equipment, including bobcat and skip-loader, to perform demolition, grading, and landscaping. Operate district service vehicles to transport property.

7. Maintain a log of all labor hours and material costs to ensure the District is aware of all ongoing work as well as the project expenses.
8. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Applicable codes and regulations for plumbing, painting, electrical, carpentry, and other related building and grounds repair work.
- Building methods, tool usage, materials, equipment, and practices used in building and grounds maintenance repair work.
- Health and safety regulations.
- Safe work practices.

Skills and Abilities:

- Ability to estimate scope of work assigned.
- Ability to select proper tools, equipment, and materials for work completion.
- Communicate effectively both orally and in writing.
- Lift up to 90 lbs.
- Meet schedules and time lines.
- Operate a district vehicle efficiently and safely.
- Operate a variety of professional hand and power tools and equipment efficiently and safely.
- Understand and follow oral and written reports and directions.
- Work cooperatively with others.
- Work from drawings, blueprints, and sketches.
- Work independently and effectively in several building and grounds trades with little direction.

License:

- Valid California drivers' license.

Training and Experience:

- Any combination of training and experience equivalent to: five years of journey level experience in building construction or maintenance trades with two years of experience as a construction foreman or lead/supervisor in construction or maintenance trades.

WORKING CONDITIONS

Physical Requirements:

- Category I, lift up to 90 lbs.; may require considerable physical exertion, stamina and flexibility.

Environment:

- May include less desirable extremes.