



UTILITY MAINTENANCE WORKER I/II

SALARY GRADE: Level I: [C3-48](#); Level II: [C3-52](#)

DEFINITION:

Under general supervision, the employee performs semi-skilled and/or skilled work in several trades in the maintenance and repair of buildings and equipment; including, but not limited to the following areas: (a) carpentry; (b) HVAC; (c) hardware; (d) electrical power systems; (e) plumbing; (f) fire/life safety systems; and/or (g) painting. A high degree of independent judgment and creativity is required to select from alternative solutions, materials, supplies and appropriate procedures.

Incumbents in this classification are assigned to work primarily in the trade of utility maintenance, but may also be assigned to assist other Plant Services personnel as needed.

DISTINGUISHING CHARACTERISTICS:

Utility Maintenance Worker I

This is an entry-level position in the Utility Maintenance Worker and work with some independence. Work may be assigned and supervised in such a way as to permit the performance of primarily routine duties with minimum opportunity for exercising independent judgment.

Upon evaluation and recommendation by the supervisor and final approval by the appropriate administrator, the employee may move to Utility Maintenance Worker II after completing two years of service as Utility Maintenance Worker I.

Utility Maintenance Worker II

This is a semi-skilled position in the Utility Maintenance Worker series and works independently or with others as required. Positions at this level require the exercise of initiative and a high level independent judgment.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

Depending upon assignment, duties may include, but are not limited to, the following:

General Responsibilities

1. Uses safety equipment, supplies, and procedures to perform job duties as required; reports fire, sanitary and safety hazards and the need for repairs to appropriate administrator.
2. Responds to immediate safety and/or operational concerns (e.g. facility damage, alarms, etc.) for the purpose of taking appropriate action to resolve immediate safety issues and to maintain a functional educational environment; provides reports on activities as requested by appropriate administrator.
3. Stores and shelves equipment and other supplies in conformance with various local, state, federal, and district rules and regulations; maintains equipment in a safe operating condition; maintains preventive maintenance procedures, records, and reports.
4. Directs visitors and safeguards district property; adheres to all state and federal laws and regulations regarding safety and health.
5. Attends and participates in District and/or College provided training or information sessions; incorporates new information or technology into existing job duties.
6. Shall carry a communication device, if assigned one, and be available for general maintenance duties.
7. Uses a computer for entry and retrieval of information for work assignments.
8. Communicates effectively orally, in writing, and electronically.
9. Operates equipment such as District vehicles, electric carts, electric power lifts, forklift, etc.; will use ladders.

10. Transports various items (e.g. tools, equipment and supplies) for the purpose of ensuring the availability of materials required at job site. This may include travel on campus, between campuses or from suppliers to a campus location.
11. Coordinates with outside vendors for related work as needed, including but not limited to elevator contractors, glass vendors, roofing contractors, etc.
12. Performs other related duties as assigned.

Job Responsibilities

1. Maintains building systems and campus infrastructure systems; assesses condition of fixtures and parts; installs, adjusts, repairs and/or replaces parts; makes recommendations for the purchase of new parts and supplies including researching vendors for product procurement; works with other trades to complete a variety of projects; and provides information on repair and installation needs, as a technical resource, to other department staff.
2. Fabricates various items for the purpose of providing solutions for unique needs within the district (e.g. specialized cabinets, furniture parts, etc.).
3. Operates woodworking equipment and machines to saw, plane, drill or mortise lumber for needs within the district (e.g. doors, cabinets, shelves, molding, fixtures, etc.).
4. Installs furniture components, as well as classroom, office and facility components for the purpose of ensuring compliance with established regulations and/or maintaining facilities in a safe, comfortable and operating condition (e.g. door closers, chair rails, lockers, handrails, glass, restroom partitions, flooring, fixed seating, window screens and blinds, etc.).
5. Building envelope repairs including roofing work, window caulking and glazing, etc.
6. Exchanges information with management, maintenance, and other staff regarding ongoing and special maintenance projects, project priorities, and staffing and timelines required.
7. Performs routine inspections on a regular basis; checks, adjusts, and repairs furniture and fixtures for proper operation standards where possible, and may coordinate with campus FF&E Coordinators for replacement; and inventories, supplies, recommends; and/or executes the purchase of replacement supplies as needed.
8. Troubleshoots and coordinates repairs with other shops.
9. Makes emergency repairs and adjustments to plumbing equipment and apparatuses in school buildings, replacing broken pipe, cleaning plugged drains, flushing sewer lines, and replacing faucets, washers, and gaskets.
10. Makes roof repairs as required.
11. Makes electrical repairs such as replacing fuses, fixtures, ballasts, switches, electronic emergency exit signage; tapes exposed wiring; and maintains internal/external lighting systems including installation, servicing, testing and repairs.
12. Operates cardboard baler.
13. Performs routine inspections for wheelchair lifts, maintaining the district log/records and conducts walks with state elevator inspector for all elevators and lifts.
14. Performs work in other trades as required.
15. Performs HAZMAT/safety inspections; maintains logs, records, and signs fire extinguisher tags.
16. Maintains equipment rooms, shops, vehicles and tools.

EMPLOYMENT STANDARDS:

Knowledge of:

1. Methods, materials, tools, terminology, safety practices and equipment used one or more of the major trades (i.e. carpentry, HVAC, locksmith/hardware, electrical, plumbing, fire/life systems, and painting).
2. Safety factors in the operation of equipment and materials.
3. Applicable safety codes, ordinances and regulations in the area of primary responsibility.

Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Read and work from blueprints, technical manuals, charts and schematics.
3. Learn, apply, and assist in the major trade areas.
4. Maintain accurate records and reports on completed assignments.
5. Operate and maintain a variety of equipment and tools.

6. Understand and carry out oral and written instructions.
7. Observe safety requirements and safe work practices and methods as required.
8. Perform routine work involving moderate to heavy physical labor.
9. Establish and maintain cooperative work relationships.
10. Work independently and collaboratively with journey level employees.

Education

Utility Maintenance Worker I: Equivalent to the completion of the twelfth grade. Trade school courses desirable.

Utility Maintenance Worker II: Equivalent to the completion of the twelfth grade. Completion of trade school courses or the equivalent.

Experience

Experience in performing building maintenance and repair work in one or more of the following trades: carpentry; HVAC; hardware; electrical power systems; plumbing; fire/life systems; and/or painting.

License or Certification

Possession of a valid class C California driver's license.

WORKING CONDITIONS:

Environment:

1. Indoor, office environment and outdoor environment, with climate changes.
2. Hazardous conditions.
3. Exposure to dust particles, chemicals and fumes.
4. Includes travel to conduct work.

Physical Abilities:

1. Hearing and speaking to exchange information.
2. Dexterity of hands to perform the tasks required of the position.
3. Sight in order to be aware of hazards and dangers found in the nature of the work.
4. Regularly stand, walk, and sit for extended periods of time.
5. Ability to climb, stoop, kneel, reach, push, pull, grasp, and perform repetitive motions.
6. Climb ladders of varying heights.
7. Ability to maneuver in crawl spaces, attics, and utility tunnels.
8. Lift moderate to heavy objects up to 60 lbs.

Date Approved: January 2009; Revised: July 2012; February 2022