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| FEATHER RIVER  COMMUNITY COLLEGE DISTRICT  570 Golden Eagle Ave., Quincy CA 95971  (530) 283-0202, ext. 257  www.frc.edu |

**MAINTENANCE SPECIALIST I**

**DEFINITION:**

Under general supervision, to perform HVAC repair and maintenance, electrical work, plumbing, carpentry, interior remodel­ing, and variety of other work in the maintenance and repair of District buildings, structures, equipment and facilities; and to perform related duties as assigned.

**DISTINGUISHING CHARACTERISTICS:**

Maintenance Specialist I is the entry level class of this series. Initially under close supervision, incumbents perform simpler, less skilled repairs while learning more skilled and/or difficult work. This class is flexibly staffed with Maintenance Specialist II, and incumbents normally advance to the higher level after gaining experience and demonstrating proficiency which meet the requirements for Maintenance Specialist II.

**CLASSIFICATION:**

* FLSA Non-Exempt
* Classified – CSEA
* Date Modified: August 1996

**ESSENTIAL DUTIES:** The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

* Troubleshoots, services, adjusts, and repairs institutional heating, ventilating and air handling systems and equipment, including heat pumps, propane systems, and fuel oil boilers; programs HVAC computer controls; repairs air conditioning controls
* Performs a variety of electrical repairs and installations such as wiring, relays, lighting systems, data and phone lines, working with voltages up to 480 and some three-phase systems
* Repairs, adjusts and calibrates electrical and electronic control devices; repairs or replaces small motors, fans and engines
* Installs, repairs, and maintains domestic water supply, drainage plumbing and related fixtures using copper, galvanized, iron, PVC and ABS pipe techniques
* Removes snow from walks, service areas, steps, ramps and parking lots using snowplows and other equipment; sands icy areas
* Installs, repairs, adjusts and maintains hydraulic door hardware
* Performs framing, rough, and finish carpentry and cabinetry to partition interior spaces, frame and trim doors and windows, build cabinets, bookshelves, and other interior appurtenances, and related functions
* Assists or takes lead responsibilities for remodeling and repair projects; provides direction to student workers or less skilled helpers; calculates, designs, and prepares sketches for work to be performed; estimates materials and lays out work
* Maintains and repairs locks and makes keys
* Prepares surfaces and paints interiors and exteriors of facilities
* Hangs, tapes, and textures wallboard, patches plaster, and installs other interior surface systems
* Inspects, cleans, repairs and replaces roofing
* Operates a variety of District vehicles and equipment such as trucks, tractors, mowers, walk-behind and handheld power tools and equipment
* Assists in campus security
* Reads and interprets blueprints and other technical sketches, diagrams, plans and specifications
* Assists with inspection of facilities and equipment for safety and to assist in maintenance planning
* Keeps logs and records of inspections and maintenance performed; maintains work logs and prepares reports
* Moves, arranges and sets up furniture and equipment; performs moderate to heavy manual labor tasks such as lifting, digging and trenching

Other duties:

* Designs, constructs, letters and installs a variety of indoor and outdoor signs;
* Assists in maintaining shop inventories and preparing requisitions for mainte­nance projects
* Replaces window glass
* Receives, warehouses and distributes copy paper, catalogs and other related materials; picks up mail and performs other errands for various departments
* Assists in gardening, motor pool and custodial functions as required; issues parking violation citations

Knowledge of:

* Use and care of basic hand and power tools.
* Safe operation of automotive and light equipment.
* Common building materials.

Skill in:

* Using basic hand and power tools.
* Making basic arithmetical calculations.
* Understanding and following oral and written instructions.
* Communicating and working cooperatively with others.

**MINIMUM QUALIFICATIONS:**

* Must possess a valid California Class C driver's license
* Have a satisfactory driving record.

**DESIRABLE QUALIFICATIONS:** A combination of education and experience equivalent to:

* Sufficient formal and/or informal education to provide required reading and arithmetical skills
* Some previous work experience involving the use of hand and power tools.
* Community college experience is preferred.

**PHYSICAL CHARACTERISTICS**: The physical abilities involved in the performance of essential duties are:

* Lifting and carrying heavy materials, furniture, equipment and tools;
* Climbing, crawling, and stooping to reach work;
* Manual strength and dexterity to operate tools and equipment, and pull, push or manipulate heavy objects against resistance;
* Working in temper­ature extremes and inclement weather;
* Working aerially, underground, and in exposure to bacterial contamin­ation and hazardous chemicals;
* Vision to read work requests, blueprints and diagrams, manuals, and regulations;
* Speech and hearing for communicating instructions, information, and work requests.

This work is performed in shop, interior, and outdoor settings.