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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 III**

**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; also to perform technician duties on District Voice Over Internet and Digital telephone system, security surveillance cameras, wired and wireless networks; mechanical and electronic door locks, fire and intrusion alarms, digital controls (Energy Management Systems) and to perform related duties as assigned.

**CLASSIFICATION:**

* FLSA Non-Exempt
* Classified – CSEA
* Date Modified: March 2014

**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
* Works with and coordinates business with vendors
* Repair and maintain machinery, equipment, and facilities
* Coordinate with the business office as necessary
* May supervise student workers
* 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
* Installs, troubleshoots, repairs, and maintains telecommunication equipment, audio/visual communication systems, and camera systems. Provide reports, completes requests for new service, and determines methodology for installing telephone service
* Establishes voice and data networks; installs, repairs, and maintains voice and data networks cabling
* Installs equipment, routers switches, cable trays
* Installs, repairs, and maintains security and fire alarms systems
* Builds, configures, and installs video network servers and workstations
* Inspects, calibrates, operates, repairs, and maintains pneumatic, electrical, electronic, and micro-computer operated controls for HVAC equipment and systems. Writes programs for controller interaction with equipment.
* Installs and maintains wireless networking equipment.

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:

* Principles and techniques of HVAC repair, maintenance, and operation.
* Principles and techniques of electrical and electronic troubleshooting, repair and installation, including voltages up to 480, three-phase electrical systems, electronic control systems, and small motors.
* Principles techniques of domestic water supply and drainage plumbing using galvanized, copper, and PVC pipe.
* Principles and methods, used in rough and finish carpentry, cabinetry, and wood finishing.
* Tools, materials and equipment used in HVAC repair, electrical and electronic repairs and maintenance, plumbing, carpentry, roofing and painting.
* Surface preparation and application of paints appropriate to different internal and external surfaces.
* Video and data networks
* Safe working practices.

Skill in:

* Troubleshooting, installing, modifying, repairing and/or maintaining HVAC systems, electrical equipment and systems, electronic controls, and plumbing; performing skilled carpentry; roofing.
* Operating and maintaining specialized tools used in HVAC, electrical, electronic controls, plumbing, carpentry and roofing work.
* Measuring and calculating angles, lengths, volumes, and electrical factors such as voltage and amperage.
* Designing, laying out, and preparing sketches for remodeling and related construction jobs.
* Communicating orally with originators of work requests and other employees.
* Maintaining records and logs of work performed.
* Installing, configuring and maintaining wired and wireless networks including but not network access points and wireless bridges.
* Ability to install, program and write program code for Programmable Loop Controllers (PLCs) that control the campus Energy Management System.
* Maintain and manage Campus Voice Over Internet Protocol (VoIP) and Digital phone system.

**MINIMUM QUALIFICATIONS:**

* High school diploma
* Two years’ professional experience working in carpentry, electrical, plumbing, or other skilled trades.
* Two years’ experience with computers, audio visual systems, or data networks.

Other Requirements:

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

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

* Three years of responsible experience in building repair and maintenance equivalent to the Maintenance Specialist I classification at the Feather River Community College District; or achievement of journey level status in one or more of the recognized trades.
* 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.