

Davis Joint Unified School District

Position Description

Position: Maintenance Specialist III—Structural

Salary Range: 32

Summary

Performs journey-level work in the maintenance, inspection, alteration and repair of district facilities, buildings and equipment. Works primarily in one area of specialization, and also performs related skilled work in other areas appropriate to the maintenance and operations of a public school district.

Distinguishing Characteristics

This position requires extensive generalized experience in at least one area of building, facility and/or equipment maintenance, as well as any necessary license(s) and/or certification(s). Also requires basic to intermediate skills in additional areas as appropriate to general maintenance of school district buildings, facilities and/or equipment.

Essential Duties and Responsibilities

- Performs inspection, preventive maintenance, repair, fabrication and installation of district facilities, buildings and/or equipment as assigned.
- Successfully completes required training/testing to ensure maintenance of necessary license(s) and/or certification(s) in area(s) of specialization.
- Maintains an up-to-date working knowledge of industry practices and regulations in area of specialization
- Coordinates projects with vendors, management and other district staff in area(s) of specialization. Supports other department staff as required to meet the objectives of the Maintenance & Operations Department.
- Provides management with practical constructive input regarding condition/maintenance/alteration of district facilities and equipment, including recommendations for necessary repairs/alterations. Prepares rough sketches of work and estimates of materials and labor.
- In assigned areas develops list of qualified contractors and suppliers able to provide repairs and services as needed and as cost-effectively as possible.
- Communicates professionally and effectively with students, staff, parents and the public using tact, diplomacy and courtesy in sometimes confrontational or stressful situations.
- Performs other duties as assigned that support the overall objective of the Maintenance & Operations Department.
- Exhibits the ability to comprehend and follow district safety plans, procedures, and policies and all other district standards and procedures.

Qualifications

▪ Knowledge and Skills

Requires a thorough knowledge of the principles, practices, methods, equipment and materials used in the area of specialization, including appropriate license(s) and/or certification(s). Requires a thorough knowledge of the

use, maintenance and minor repair of the various tools and equipment used. Must be thoroughly familiar with general safety standards and those related to area(s) of specialization. Must maintain knowledge of current industry practices and regulations in area(s) of specialization.

▪ **Abilities**

Requires the ability to perform all of the essential duties in the area of specialization at the journey level with minimal supervision. Must be able to use safely operate all of the tools, equipment and vehicles used during routine performance of duties. Requires the ability and initiative to independently develop methods and techniques in the interest of effectiveness, efficiency and safety. Requires the ability to successfully complete training and testing as required to maintain proficiency in area(s) of specialization—including maintenance of current applicable licenses/certifications. Must be able to understand and follow oral and written instructions, maintain routine records and interpret plans and specifications found in area of specialization.

▪ **Physical Abilities**

Requires the ability to stand for extended periods of time, walk distances, and manipulate (lift, carry, guide, push, pull) light to medium weights of 10-50 pounds on a sustained basis, with heavier objects on an occasional basis. Requires the ability to climb (e.g. ladders), stoop, kneel, and crouch on a regular basis. Requires sufficient hand-eye coordination, hand and finger dexterity including ability to grasp small devices as well as common tools, and visual acuity to operate specialized equipment and read technical (including blueprints) and safety information.

▪ **Education and Experience**

High School diploma or equivalent required. Completion of a formal training program in area(s) of specialization desired. Requires minimum of 3 years of journey level experience in area(s) of specialization. Vocational education or college may substitute for some experience. Experience must include not less than two years in a commercial setting.

▪ **Licenses and Certificates**

A valid California driver's license. Depending on assignment, first aid training may be required. Requires CPR. Must possess and maintain required license(s)/certification(s) in area(s) of specialization.