

CLASS SPECIFICATION

Maintenance Technician II

Maintenance Technician I (Flex)

Code Number: _____

GENERAL PURPOSE

Under general supervision, performs a wide variety of semi-skilled and skilled tasks in the alteration, maintenance and repair of housing units, buildings and facilities; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Maintenance Technician I is the entry-level class. Initially under direct supervision, incumbents learn and perform a variety of semi-skilled duties in the alteration, maintenance, repair and servicing of housing units, buildings, facilities, equipment and mechanical systems. This class is alternately staffed with Maintenance Technician II, and incumbents may advance to the higher level after gaining experience and demonstrating proficiency which meet the qualifications for the higher level class.

Maintenance Technician II is the full journey-level class in this series. Under general supervision, incumbents perform the full range of assigned duties. This class differs from the lower-level class of Maintenance Technician Worker I in the skill level required, the complexity of assigned projects, and the degree of independence with which the assignments are carried out.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

Performs a variety of semi-skilled and skilled tasks involved in the maintenance, servicing, repair and alteration of housing units, including carpentry, painting, plumbing, irrigation, heating, air conditioning, and minor repairs to electrical and mechanical systems; diagnoses equipment failures and repairs, maintains and replaces equipment and parts.

Makes adjustments to heating and air conditioning equipment; inspects, cleans and replaces filters, pumps and equipment controls; operates and calibrates controls on cooling and heating units; performs preventative maintenance on heating and air conditioning equipment; greases and changes belts.

Performs cement, masonry, plaster or brick work; repairs drywalls in housing units.

Installs water piping; packs faucets, wipes and flushes joints; cleans out drains and obstructions in water systems.

Lays linoleum and ceramic tiles; repairs and replaces linoleum, tile and floor carpeting.

Troubleshoots, maintains, services and repairs small household appliances.

Maintains and repairs roofing systems, including shingles, flashing, guttering and related equipment.

Paints a variety of surfaces, using brushes, rollers and spray equipment; prepares surfaces for painting and resurfacing.

Repairs and installs doors; makes minor repairs to cabinets, counter tops, window sashes and screens.

Repairs and installs locks; makes keys.

Reads and interprets blueprints, drawings, specifications and manuals; estimates and requisitions materials and supplies for assigned projects.

Documents and reports unsafe conditions or necessary repairs.

OTHER DUTIES

Operates light-duty equipment; inspects and services equipment to maintain proper operating and safety requirements.

Operates small trucks and forklifts and performs utility duties such as loading, hauling and unloading of furniture, materials and supplies.

Makes oral and written reports of work done.

Completes basic records, such as work orders, time sheets, requisitions and accident reports.

DESIRED MINIMUM QUALIFICATIONS

The level and scope of the knowledge and abilities listed below vary according to the I versus II levels distinguished above.

Knowledge of:

Basic principles, methods, materials, tools and equipment used in rough and finish carpentry, cabinetry and wood finishing; basic principles, methods, materials, tools and equipment used in the building construction and/or mechanical and electrical trades; shop mathematics; basic principles and techniques of water and wastewater supply and drainage plumbing using galvanized, copper, and PVC pipe; basic methods and materials used in concrete work, surface

patching, and brick and masonry repair; surface preparation and application of paints appropriate to different internal and external surfaces; operation and maintenance of a wide variety of hand, power and shop tools and equipment common to the fields of electrical, plumbing, carpentry and related building trades; safe work methods and safety regulations pertaining to the work.

Ability to:

Operate and maintain specialized tools used in electrical, carpentry, plumbing and related building trades; measure and calculate angles, lengths and volumes; understand and follow oral and written instructions; estimate necessary materials and equipment to complete assignments; exercise independent judgment and initiative without close supervision; prepare basic records and reports; read and interpret manuals, specifications, drawings and blueprints; establish and maintain effective working relationships with those encountered in the course of the work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is:

Maintenance Technician I – Graduation from high school or GED equivalent; and one year of experience in one of the building maintenance trades; or completion of the Commission’s Maintenance Technician Trainee program.

A Maintenance Technician I may be considered for advancement to Maintenance Technician II after demonstrating proficiency to perform the full range of duties of the latter class.

Typically, a Maintenance Technician I is expected to be capable of meeting the proficiency criteria within a 12–24 month period, depending on an individual’s prior experience and progression in performing the full range of Maintenance Technician II duties as described in the established performance criteria.

Licenses; Certificates; Special Requirements:

A valid California driver’s license and the ability to maintain insurability under the Commission’s Vehicle Insurance Policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is frequently required to walk; sit; climb or balance; stoop, kneel, crouch or crawl.

The employee must frequently lift and/or move up to 50 pounds and occasionally up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use shop math; observe and interpret situations; learn and apply new information or new skills; work under deadlines with constant interruptions; and interact with tenants, Commission staff, other organizations and the public; deal with dissatisfied and/or quarrelsome individuals.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee occasionally works in outside weather conditions, near moving mechanical parts, and/or is exposed to wet or humid conditions and vibration. The employee may be required to work in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is occasionally loud.