

CLASS SPECIFICATION

Maintenance Technician –Trainee

Code Number: _____

GENERAL PURPOSE

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

DISTINGUISHING CHARACTERISTICS

This is the trainee class in the Maintenance Technician series. Incumbents are expected to assist higher-level classes and learn the basic methods, procedures, techniques and tools involved in performing routine and minor repairs to housing units. Incumbents of this class are residents of the Commission’s housing units or participants in the Section 8 Program, and may have little or no related experience.

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 routine and semi-skilled tasks assisting other personnel engaged 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.

Learns the basic methods, procedures, techniques and tools used in the building maintenance trades.

Assists in laying linoleum and ceramic tiles; assists in the repair and replacement of linoleum, tile and floor carpeting.

Assists in maintaining and repairing 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.

Assists in repairing and installing doors; makes minor repairs to cabinets, counter tops, window sashes and screens.

Assists in cleaning, painting and otherwise preparing housing units for occupancy.

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

Knowledge of:

Basic building maintenance methods, procedures and tools; safe work methods and safety regulations pertaining to the work.

Ability to:

Learn the proper and safe operation and maintenance of specialized tools used in electrical, carpentry, plumbing and related building trades; understand and follow oral and written instructions; estimate necessary materials and equipment to complete assignments; prepare basic records and reports; 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 graduation from high school or GED equivalent.

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.

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.