



Leadership • Collaboration • Support

**JOB TITLE: Maintenance/Construction Tradesperson**

**CSEA Salary Schedule, Range 30**

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**DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY**

Performs all maintenance, preventative maintenance, construction, and repair of agency's facilities and equipment, specializing in HVAC, electrical, plumbing, carpentry, or other building trades.

**JOB REQUIREMENTS AND QUALIFICATIONS**

- Possession of a valid California state driver's license.
- Knowledge of the principles, practices, methods, techniques, materials, tools, equipment, layouts, and set-ups used in the area of HVAC, electrical, plumbing, carpentry, or other similar qualifying experience.
- Knowledge of the uses and purposes of hand and power tools and equipment, and general maintenance procedures.
- Must be thoroughly familiar with general safety standards and those related to area of specialty. Must maintain knowledge of current code requirements in area of specialties.
- Ability to perform all of the essential duties in the areas of specialization at the journeyman level with minimal supervision.
- Ability to use and maintain all of the tools, equipment, and vehicles used during routine performance of duties.
- Ability and initiative to independently develop methods and techniques in the interest of effectiveness and efficiency.
- Ability to understand and follow oral and written instructions, maintain routine records, and interpret plans and specifications found in the areas of specialization.
- Knowledge of modern methods, materials, and equipment and their uses in the performance of maintenance, construction, and repair tasks.
- Ability to perform a variety of skilled and semi-skilled tasks.

- Ability to operate a variety of hand-powered and motor-driven tools and equipment.
- Ability to work effectively and cooperatively with fellow employees, teachers, administrators, students, outside contractors, and the general public.
- Ability to meet the physical requirements for the successful performance of the job.
- Beginning level of skills as measured by a high school diploma or G.E.D. equivalent
- Possession of Refrigerant and Recovery Certification, or the ability to obtain.
- Possession of Basic Welding Techniques Certificate, or the ability to obtain.

This work consists of responsible skilled labor at the journeyman level within a classification series.

### **ESSENTIAL DUTIES**

- Receives and prioritizes work requests for maintenance or repair needs.
- Performs skilled and semi-skilled trades, including carpentry, electrical, HVAC, painting and plumbing in the maintenance, preventative maintenance, and construction of agency's facilities.
- Purchases materials needed for maintenance and construction tasks.
- Assists and/or confers with outside contractors in the performance of more complex repairs, construction, or maintenance functions.
- Cleans work areas following completion of maintenance, construction, or repairs.
- Sets up equipment for special events as necessary.
- Moves heavy equipment and/or furniture as necessary.
- Assumes responsibility for the security of assigned area(s).

### **MARGINAL DUTIES**

- Performs related duties as required.

### **SUPERVISION RECEIVED**

Employees in this classification receive general supervision within a broad framework of policies and procedures. Employees in this classification establish daily priorities of workload.

### **SUPERVISION EXERCISED**

Employees in this classification may supervise the work of others in a lead person capacity.

## PHYSICAL ACTIVITY REQUIREMENTS

This position requires a physical examination be taken and passed based on the physical requirements listed below:

Work Position (Percentage of Time):

Standing (60%)

Walking (30%)

Sitting (10%)

Body Movement (Frequency):

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting – lbs. (0-40)

Lifting (3)

Bending (3)

Pushing and/or  
Pulling Loads (3)

Reaching  
Overhead (3)

Kneeling or  
Squatting (3)

Climbing Stairs (3)

Climbing Ladders (3)