

Position: Maintenance Specialist II	Salary Range: 28
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**Summary**

Performs a variety of semi-skilled to skilled work in facility and equipment maintenance and repairs.

**Distinguishing Characteristics**

This position requires generalized experience in the building trades.

**Essential Duties and Responsibilities**

- Cleans, maintains, and makes simple repairs to District facilities and equipment.
- May assist a Maintenance Specialist III or IV in inspecting, installing, maintaining, and repairing items in their area of specialty.
- Operates and performs minor maintenance on light equipment including tractors, power mowers, skip-loaders, forklifts, and other labor saving devices. Operates power tools.
- Requisitions supplies and prepares records of work done.
- Maintains required records and makes reports. Prepares reports on work completed and materials used.
- Communicates 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 position.
- Requires 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 working knowledge of building trades practices and principles sufficient to perform routine maintenance and repairs to District facilities and equipment. Requires knowledge of the use, maintenance and minor repair of the various tools and equipment used in building maintenance and repair work. Must know and understand safety rules and regulations. Must have basic record keeping and report writing skills. Must have a basic understanding of blueprints, maps, schematic wiring diagrams and specifications.

▪ **Abilities**

Must be able to perform at the semi-skilled level all of the essential duties of the position with only minimal supervision. Requires the ability to read, understand and interpret schedules, drawings and blueprints. Requires the ability to understand and follow written and oral instructions, and maintain routine records.

- **Physical Abilities**

Requires the ability to stand safely for extended periods of time, walk distances, and manipulate (lift, carry, move, push, pull) light to medium weights of 10 - 50 pounds on a regular basis; assist 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 the ability to grasp, visual acuity to operate equipment and read technical and safety information.

- **Education and Experience**

High School diploma or equivalent required. Minimum of two years of experience in general maintenance and repair work as a building maintenance worker or construction trades helper required.

- **Licenses and Certificates**

Depending upon assignment, a valid California driver's license and/or first aid training may be required.