

KERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: SITE MAINTENANCE & OPERATIONS SPECIALIST

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a wide variety of skilled and semi-skilled duties related to the operations of small campus site facilities including carpentry, plumbing, painting, electrical and general building maintenance; operate and monitor the energy management system at the small campus site; perform a variety of general grounds maintenance duties.

Positions in this classification demonstrate and apply a broad skill set related to the maintenance and operations of buildings and grounds; work with greater independence than positions in the Maintenance Worker classification; and refer more complex problems to more highly skilled workers.

REPRESENTATIVE DUTIES:

1. Perform maintenance to campus site facilities, furnishings, and equipment including replacement and repairs to plumbing and fixtures; replacement of air conditioning and heating filters and belts, and minor repairs to desks, tables, chairs, cabinets, shelves, windows and doors. Repair carpeting, light fixtures, tiles, fan motors, drapes, window screens, sinks and toilets; install venetian blinds, drapes and shades. Perform minor maintenance related to electrical components including troubleshooting and repair of outlets and batteries.
2. Schedule the usage of College air conditioning, heating and lighting systems. Using the College Energy Management System (EMS); troubleshoot, repair, and coordinate with Plant Engineer for additional support as needed systems; coordinate maintenance and repair of College EMS facilities with campus Plant Engineer.
3. Open and secure classrooms and buildings, including programming of automatic door locks; set and disengage alarm system; move and arrange furniture and equipment and prepare rooms; replace lights and ballasts; adjust shades and blinds.
4. Perform a variety of duties in the maintenance and repair of the irrigation system; change and adjust sprinkler heads; maintain controllers and assist in irrigation system installation and maintenance projects. Plant, water and maintain landscaped areas; water, mow, weed, trim and fertilize lawns; trim and prune bushes, trees and shrubs; stake trees. Rake leaves and clear debris and snow from doorways, walkways, parking lots and other related facilities; apply herbicides, fungicides and pesticides.
5. Operate and maintain power tools including mowers, edgers and blowers; maintain hand tools and assigned equipment; perform small engine maintenance and repair to lawn equipment. Clean shop vehicle; monitor fuel, oil and water usage; log maintenance record; arrange for servicing as required with campus automotive technician.

REPRESENTATIVE DUTIES (CONT):

6. Work with faculty, staff, students and the public in coordinating preparations for special college events; coordinate large set-ups and moving of furniture and equipment.
7. Clean and sanitize restroom facilities and fixtures; replenish supplies in restrooms and related facilities.
8. Pickup and deliver supplies, materials and mail from main campus; purchase supplies as needed.
9. Operate a magnetic card system.
10. Operate work order request computer program to log work orders, notify staff of work scheduled, and notify staff of completion.
11. Install partitions, walls to increase or decrease the size of rooms.
12. Construct and install forms; pour and finish cement for forms and walks; inspect and repair roof leaks.
13. Repair other equipment involving the application of plumbing, electrical, locksmithing and a variety of the trades.
14. Repair exterior and interior door locks; repair desk and file locks; strip, sand, varnish and refinish.
15. Mount projector screens, chalk/white boards, pictures and tack boards.
16. Construct and paint signs; install and remove signs.
17. Paint curbs and parking stripes and numbers.
18. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, practices, equipment and tools used in building construction, including carpentry, plumbing, painting, electrical work, facilities management, locksmith, and concrete construction.
Methods, practices, equipment and tools used in general grounds maintenance.
Operation of energy management systems.
Record keeping techniques.
Basic math.
Safe work practices.

Computer software systems.

ABILITY TO:

Perform a full range of assigned skilled maintenance work including carpentry, plumbing, painting, light construction and electrical work.

Perform general grounds maintenance duties.

Use and care for tools and equipment used in performing assigned duties.

Understand and follow oral and written instructions.

Operate software programs relative to the Energy Management System (EMS) and other software programs utilized in facilities management.

Read and interpret blueprints, schematics, sketches and drawings.

Maintain a variety of work records.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

Graduation from high school supplemented by formal training in one of the skilled crafts and two years of journey-level skilled crafts working and maintenance experience.

LICENSES AND OTHER REQUIREMENTS:

Possession of, or ability to obtain, a valid California driver's license

Satisfactory completion of pre-employment physical assessment.

Satisfactory completion of pre-employment drug testing.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment.

PHYSICAL DEMANDS:

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

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|----------------------------------|---|
| 1. Seldom = Less than 25 percent | 3. Often = 51-75 percent |
| 2. Occasional = 25-50 percent | 4. Very Frequent = 76 percent and above |

- 4 a. Ability to stand for extended periods of time.
- 4 b. Ability to see for purposes of reading printed matter and operating a vehicle and maintenance equipment.
- 3 c. Ability to hear and understand speech at normal levels.
- 3 d. Ability to communicate so others will be able to clearly understand a normal conversation.
- 4 e. Ability to bend and twist, sit, stoop, kneel, push, pull and crawl.
- 3 f. Ability to lift 75 lbs.
- 3 g. Ability to carry 75 lbs.
- 4 h. Ability to reach in all directions.

- 2 i. Ability to work at heights.
- 2 j. Ability to ascend and descend a ladder.
- 1 k. Ability to work in the elements (extreme temperatures).

This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified

