

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Skilled Maintenance Mechanic	Range:	41
Date Revised:		Date Approved:	December 11, 2003

PRIMARY PURPOSE

This position is responsible for the performance of skilled maintenance work on facilities, systems and related equipment.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Performs a variety of maintenance and repair work utilizing the skilled basic trades.
2.	Installs, repairs, services and maintains facilities, systems and equipment as assigned.
3.	Operates a variety of maintenance tools and equipment including trucks, manual and electrical tools; may operate a forklift as required.
4.	Performs inspections of facilities and equipment as directed; reports facilities and equipment malfunctions to appropriate personnel and recommends repair work.
5.	Works independently or collaboratively with other trades personnel to complete activities and tasks (e.g., HVAC, electrical, carpentry, plumbing, painting and locksmith duties).
6.	Maintains a variety of records related to labor, materials and work orders; orders supplies and materials from various vendors according to established procedures; maintains storage areas in clean and orderly condition.
7.	Trains and provides work direction and guidance to others as directed; assists other maintenance personnel as needed.
8.	Communicates with students, staff, instructors, various departments, outside organizations and others, as directed; provides and receives information and assistance related to work activities.
9.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
10.	Performs related duties as assigned.

OTHER FUNCTIONS

WORKING RELATIONSHIPS

The Skilled Maintenance Mechanic completes assigned tasks under the direction of the management supervisor.

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EDUCATION AND EXPERIENCE

High school diploma or equivalent
Minimum three (3) years journey-level experience in the basic trades

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of methods, tools, materials and equipment used in maintenance and repair work
Knowledge of health and safety regulations
Knowledge of requirements of maintaining school facilities, systems and equipment in a safe, clean and orderly condition
Knowledge of proper methods of storing equipment, materials and supplies
Knowledge of record-keeping techniques
Ability to perform skilled maintenance and repair duties in the assigned basic trades
Ability to perform major maintenance using a variety of tools and machines utilized in the basic trades
Ability to operate a variety of tools and equipment including manual and electrical tools
Ability to plan, organize and prioritize work
Ability to meet schedules and time lines
Ability to understand and follow oral and written directions
Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

A valid California Driver's License
A valid forklift certification
A valid electric cart certification

TRAINING REQUIREMENTS

Asbestos Awareness (2 hrs)
Asbestos Awareness (16 hrs)
Bloodborne Pathogens
Confined Space
Hazard Communication
Industrial Truck/Forklift Certification
Lead Awareness
Lockout/Tagout
Respiratory Protection
Utility Cart Certification

WORKING CONDITIONS

Indoor and outdoor environment; subject to frequent lifting (up to 70 pounds unassisted), standing, bending, carrying, crawling, pushing and pulling; subject to constant heat, fumes, and noise; exposure to potential electrical shock from high voltage; exposure to hazardous chemicals and materials.
