



Asst 2 / Maint

Purpose Statement

The job of Asst 2 / Maint is done for the purpose/s of assisting with installation, upgrading, repair, or removal of mechanical systems in District facilities; assisting with the timely completion of facilities projects; and assisting other maintenance personnel as assigned.

This job reports to Skilled Maintenance and Trades 7 HVAC

Essential Functions

- Assists with routine and preventive maintenance for the purpose of ensuring the ongoing functioning of mechanical equipment and systems.
- Assists with the maintenance of vehicle, tools and equipment for the purpose of ensuring availability in safe operating condition.
- Assists with the installation, maintenance and repair of mechanical equipment and systems (e.g. air conditioning, ventilation, electrical, plumbing, and heating, construction, etc.) for the purpose of providing enhanced and/or upgraded capabilities.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in the repair o HVAC equipment; and adhering to safety practices.

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods, techniques, materials, tools used in the installation, maintenance, and repair of HVAC equipment; and safety practices and procedures.

ABILITY is required to schedule activities; collate data; and use job-related equipment. Flexibility is required to work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with others; work with specific, job-related data; and utilize job-related equipment. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to effect the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, significant climbing and balancing, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 40% walking, and 50% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience is desired.

Education: High school diploma or equivalent.

Equivalency:

Required Testing

Certificates and Licenses

Continuing Educ. / Training

Occasionally as needed to perform changing essential functions of position

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Lane 2