

CLOVIS UNIFIED SCHOOL DISTRICT

Job Description: Building Maintenance Mechanic II, SOS

Salary Grade: 31

Salary Schedule: Operations

Department: Maintenance and Operations

Reports to/Evaluated by: Director, Sierra Outdoor School

FLSA: Non-Exempt

SUMMARY

Under the direction of an assigned supervisor, this position performs a variety of journey-level skilled work in the maintenance, alteration, and repair of mechanical, plumbing, or electrical systems, facilities, and buildings.

DISTINGUISHING CAREER FEATURES

This is the advanced journey-level class in the Building Maintenance series. Positions in this class require formal training in a single area of specialization but are also required to perform routine duties in other areas of specialization as needed and as skills permit. Building Maintenance Mechanics II report to the Supervisor of Trades and independently perform a variety of journey-level work in an advanced building trade requiring completion of a formal apprenticeship or certification (e.g., electrical, HVAC, plumbing, electronics, cabinet making, welding/machinery). Duties are primarily performed at the "expert" level in the area of specialization but will also include support duties in other trades as required. Incumbents may serve as a lead worker by assigning work and training Building Maintenance Mechanics I, Building Maintenance Workers, or other maintenance staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Inspects, repairs, fabricates, installs, services, and maintains facilities and buildings of the District.
- Prepares rough sketches of work and estimates of materials and labor.
- Contacts vendors and suppliers as appropriate to develop estimates and schedule deliveries in accordance with project timelines.
- Determines priorities for requisitioning materials and supplies.
- Keeps tools and equipment in good condition.
- Reads and interprets blueprints, maps, schematics, and specifications.
- Operates a variety of equipment, including power tools and vehicles.
- Maintains records.

QUALIFICATIONS

- Knowledge of: Methods, techniques, and materials used in the assigned trade area; related tools, equipment, and safety practices; blueprint reading.

- Ability to: Perform journey-level work in the assigned trade; estimate materials and labor; read and interpret blueprints and schematics; operate related equipment safely; keep records; and communicate effectively.
- Education and Experience: Completion of the twelfth grade, high school diploma, GED, or equivalent, and completion of a formal apprenticeship or certificate in a specialized building trade (e.g., carpentry, painting, masonry, locksmith work, roofing, or welding). Three (3) years of journey-level experience in an area of specialization pertaining to the maintenance, alteration, and repair of facilities and buildings for an agency, company, or organization; OR one year of experience as a Building Maintenance Mechanic I with the Clovis Unified School District.
- Working Conditions: Work is performed indoors and outdoors, in a shop environment. The role involves manipulating objects weighing 10-50 pounds, climbing, stooping, kneeling, crouching, and exposure to hazards related to physical labor and specialized equipment. May be exposed to varying and adverse weather conditions.