

MAINTENANCE ENGINEER

A. General Statement

This is journeyman-level work involved in complex installation, repair and maintenance of mechanical, plumbing, electrical, vertical transportation, telecom/datacom, roofing and building envelope, structural, access control, interior floor/wall/ceiling, building monitoring, control, and other support systems for community college facilities. Under general supervision, the Maintenance Engineer works individually or as a team member to plan and implement major and minor installations, modifications and repairs to buildings, vehicles, equipment and grounds. Public contact is extensive, primarily involving department and outside staff, vendors and contractors for the purpose of exchanging information pertaining to project assessment, procedures, materials and timelines. A moderate to high degree of independent judgment and creativity is required to follow and modify standard, prescribed trade techniques to troubleshoot, complete given assignments, and to resolve minor and some major problems that arise. Consequences of errors in judgment can be costly in materials, public relations and in employee time. A Maintenance Engineer can direct the work of student assistants and other staff as assigned.

B. Examples of Essential Functions

A Maintenance Engineer

1. exchanges information with Senior Maintenance Engineers, Chief Engineers, management, maintenance and other staff regarding ongoing and special maintenance projects, project priorities, materials, staffing, and timelines required; confers with management regarding safety procedures, equipment, supplies; provides information on repair and installation needs, as technical resource, to outside department staff; attends workshops, meetings and other events to obtain current information;
2. installs, adjusts, modifies and repairs building systems and campus infrastructure systems; assesses condition of fixtures and parts; replaces parts and makes recommendations for and/or executes the purchase of new parts and supplies; works with contractors to complete a variety of projects, as assigned; schedules and monitors the work of other staff as assigned;
3. services, repairs and maintains vehicles and equipment according to a maintenance schedule;
4. directs and participates in cleaning and painting of paintable surfaces; performs routine inspections on a regular basis for proper working order; checks, adjusts, repairs and monitors building systems, furniture and fixtures for proper operation standards; inventories supplies and recommends and/or executes the purchase of replacement or additional supplies as needed;
5. drives a motor vehicle to various work sites and to pick up and deliver materials and equipment;
6. cleans and maintains the maintenance center and related work areas;
7. uses a computer and computer software to enter, modify and retrieve data related to maintenance schedules, equipment and supply usage and inventory, and other data;

C. Non-essential Functions

1. Performs other related duties as assigned.

MAINTENANCE ENGINEER (continued):

D. Knowledge, Skills and Abilities

1. Knowledge of maintenance trade procedures, equipment, tools, and supplies commonly used to support the installation, maintenance and repair of building and campus infrastructure systems, tools, vehicles and equipment.
2. Knowledge of the safety procedures, terminology, equipment and supplies applicable to installation, maintenance and repair operations.
3. Skill in assessing conditions and standards of building and infrastructure systems, tools, vehicles and equipment, and completed work.
4. Skill in working cooperatively as part of a customer service team.
5. Skill in reading and comprehending complex instructions, blueprints and directions; Materials Safety Data Sheets; ability to follow instructions.
6. Skill in using a computer, telephone system, radio communication system, and standard office equipment to enter, modify and retrieve data.
7. Skill in safe operation and handling of tools, equipment and supplies including driving a motor vehicle.
8. Ability to obtain forklift certification.
9. Ability to perform moderate to heavy physical labor on a sustained basis.
10. Skill in setting up, maintaining, and evaluating detailed records.
11. Ability to communicate effectively with people at various levels within the organization who are diverse in their cultures, language groups and abilities.

Training Guidelines

1. Special courses; job experience.
2. Special courses; job experience.
3. Special courses; job experience.
4. Job experience; life experience.
5. Special courses; job experience.
6. Special courses; job experience.
7. Special courses; job experience; life experience.
8. Special courses; job experience.
9. Job experience, life experience.
10. Job experience; special courses.
11. Job experience; life experience.

E. Physical/Other Requirements

This classification requires sustained physical activity indoors and outdoors with exposure to climate changes, chemicals, odors and fumes; bending, stooping, kneeling, climbing ladders and stairs; working on elevated platforms; pushing, pulling, moving moderate to heavy objects; visual comparison; reading and comprehending written and oral instructions and directions; attention to detail; flexibility;

adaptability; manual dexterity; operating electrical and mechanical equipment; good memory; standing for long periods; walking; interacting with individuals and small groups; possession of a valid California Driver's License and the ability to safely drive a motor vehicle in the performance of assigned tasks in order to perform the essential functions.

F. Education and Experience

This classification requires a combination of training and experience equivalent to completion of the twelfth grade or equivalent, and completion of a recognized apprenticeship program and/or successful work experience of increasing responsibility that has included work with a variety of building and infrastructure systems, tools, vehicle and equipment, maintenance and repair; public contact that demonstrates skill in communicating effectively with people of diverse cultures, language groups and abilities; demonstrated skill in reading, comprehending and following complex instructions; possession of a valid California Driver's License. Possession of a forklift certification, or successful completion of a forklift certification course within 6 months of assuming the position, is required.

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