A. General Statement

This is journey-level work in a lead position, 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 Senior Maintenance Engineer schedules and coordinates work teams or 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, plan, schedule and monitor the work of staff, 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 Senior Maintenance Engineer can direct the work of maintenance and other staff, student assistants and other staff as assigned. A Senior Maintenance Engineer can be assigned to work at an individual campus, or at all campuses, under the direction of higher level engineers and/or management, and in accordance with established schedules and needs.

B. Examples of Essential Functions

A Senior Maintenance Engineer:

1. exchanges information with management, maintenance and other staff regarding ongoing preventive and special maintenance projects, project priorities, materials, staffing, and timelines required; meets with engineers and other staff to give instructions, work assignments and directions; confers with management and staff 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. assesses skills and abilities of Maintenance Engineers and Utility Engineers to ensure appropriate work assignments and identifies training needs; develops and delivers training; directs the work of engineers and other staff; assists higher level engineering and/or management staff in developing training and work procedures and information;

3. installs, adjusts, modifies and repairs building systems and campus infrastructure systems; assesses condition of fixtures and parts; replaces parts and makes purchases of new parts and supplies; works with contractors to complete a variety of projects, as assigned; schedules and monitors the work of maintenance and other staff as assigned;

4. services, repairs and maintains vehicles and equipment;

5. 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;

6. drives a motor vehicle to various work sites and to pick up and deliver materials and equipment;

7. cleans and maintains the maintenance center and related work areas;

8. uses a computer and computer software to communicate with constituents, document procedures, protocols and other relevant communication; enter, modify and retrieve data related to maintenance schedules, equipment and supply usage and inventory, and other data;

SENIOR MAINTENANCE ENGINEER (continued):

C. Non-essential Functions

1. Performs other related duties as assigned.

D. Knowledge, Skills and Abilities	Training Guidelines
1. Knowledge of trade procedures, equipment, tools, supplies and staffing commonly used to support the installation, maintenance and repair of building and campus infrastructure systems, tools, vehicles and equipment.	1. Special courses; job experience.
2. Knowledge of the safety procedures, terminology, equipment and supplies applicable to installation, maintenance and repair operations.	2. Special courses; job experience.
3. Skill in assessing conditions and standards of building and infrastructure systems, tools, vehicles and equipment.	3. Special courses; job experience.
4. Skill in working cooperatively as part of a customer service team.	4. Job experience; life experience.
5. Skill in reading and comprehending complex instructions, blueprints and directions; Materials Safety Data Sheets; ability to follow instructions.	5. Special courses; job experience.
6. Skill in assessing, directing, scheduling and monitoring the work of others, as well as developing and delivering training.	6. Job experience; special courses.
7. Skill in using a computer, telephone system, radio communication system, and standard office equipment to enter, modify and retrieve data.	7. Special courses; job experience.
8. Skill in safe operation and handling of tools, equipment and supplies including driving a motor vehicle.	8. Special courses; job experience; life experience.
9. Ability to obtain forklift certification.	9. Special courses; job experience.
10. Ability to perform moderate to heavy physical labor on a sustained basis.	10. Job experience, life experience.
11. Skill in setting up, maintaining, and evaluating detailed records.	11. Job experience; special courses.

SENIOR MAINTENANCE ENGINEER (continued):

12. Ability to communicate effectively with people at various levels within the organization who are diverse in their cultures, language groups and abilities.	12. 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 installation, maintenance and repair; directing the work of others; public contact that demonstrates skill in communicating effectively with people of diverse cultures, language groups and abilities; demonstrated skill in reading and comprehending 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.

(06/2014)