



Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

MAINTENANCE ENGINEER

A Classified Position
Grade FF – Salary Schedule 70

A. General Statement

The Maintenance Engineer performs 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. Duties & Responsibilities

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

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
2. Confers with management regarding safety procedures, equipment, supplies; provides information on repair and installation needs, as technical resource, to outside department staff
3. Attends workshops, meetings and other events to obtain current information
4. Installs, adjusts, modifies and repairs building systems and campus infrastructure systems
5. Assesses condition of fixtures and parts
6. Replaces parts and makes recommendations for and/or executes the purchase of new parts and supplies
7. Works with contractors to complete a variety of projects, as assigned
8. Schedules and monitors the work of other staff as assigned
9. Services, repairs and maintains vehicles and equipment according to a maintenance schedule

10. Directs and participates in cleaning and painting of paintable surfaces
11. Performs routine inspections on a regular basis for proper working order
12. Checks, adjusts, repairs and monitors building systems, furniture and fixtures for proper operation standards
13. Inventories supplies and recommends and/or executes the purchase of replacement or additional supplies as needed
14. Drives a motor vehicle to various work sites and to pick up and deliver materials and equipment
15. Cleans and maintains the maintenance center and related work areas
16. 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
17. Performs other related duties as assigned

C. Requirements

1. Graduation from high school and completion of a recognized apprenticeship program in building maintenance
2. Successful experience of increasing responsibility that has included work with a variety of building and infrastructure systems, tools, vehicle and equipment, maintenance and repair
3. Skill in communicating effectively with people of diverse cultures, language groups, and abilities
4. Demonstrated skill in reading, comprehending, and following complex oral and written instructions
5. Possession of a valid California Driver's license (or the ability to obtain one) and the ability to drive a motor vehicle on campus and to off-campus locations
6. Possession of a forklift certification or successful completion of a forklift certification course within six months of assuming position

OR

An equivalent combination of education and experience

D. 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.

E. Knowledge, Skills & 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

(3/2015)