

JOB DESCRIPTION

Pleasanton Unified School District

PREVENTATIVE MAINTENANCE WORKER

Purpose Statement:

Under general supervision the job of the Preventative Maintenance Worker is done for the purpose of performing inspections, preventative maintenance, installations, replacements, troubleshooting and repairs to the District fire alarm, security systems, heating, ventilation and air conditioning equipment and various electronic components of building infrastructure. Maintains a regular inspection schedule; documents activities; assists other skilled trades as required and ensures tools and materials are available as needed. Assists with radio communications maintenance and repair of equipment and programming as required.

Essential Functions

- Coordinates with Lead Maintenance Worker for the purpose of completing work orders/projects efficiently.
- Analyzes blue prints, schematics, and drawings of fire alarm, security alarm, HVAC and refrigeration units and/or other related electrical systems for the purpose of determining the efficient installation of new or upgraded systems.
- Assists Skilled Maintenance Workers and Telecommunications Specialist for the purpose of supporting them in the completion of their work activities.
- Assists with electrical and mechanical work as needed.
- Inspects, tests, and inventories all heating, ventilation and refrigeration systems.
- Performs minor repairs on heating, ventilation and refrigeration equipment. Tests and calibrates equipment to verify proper operation.
- Follows schedules to inspect, adjust and perform preventative maintenance.
- Checks on a routine basis belts, filters, coolant and lubricants on HVAC or refrigeration equipment.
- Maintains tools and/or equipment and vehicle for the purpose of ensuring the availability of equipment in safe operating condition.
- Transports various items (e.g. tools, equipment, supplies, etc.) for the purpose of ensuring availability of materials required at job sites.
- Tests, troubleshoots, repairs and installs various items, systems or components (fire alarms, security alarms, electronic components, radio components) for the purpose of ensuring that items are available and in safe working condition.
- Inspects electrical/fire/security systems and their components as assigned (e.g. panels, audible/visual alarms, pull stations, detectors, etc.) for the purpose of identifying necessary repairs and recommending preventative maintenance.
- Informs personnel regarding procedures and/or status of work orders for the purpose of providing information for making decisions, taking appropriate action and/or complying with health and building regulations.
- Monitors the electrical/fire alarm/security system work of outside contractors (e.g. fire/alarm system electrical upgrades, expansions, etc.) for the purpose of ensuring that the projects are satisfactorily completed and within local State/Federal and District codes, regulations and specifications.
- Prepares written materials for the purpose of conveying information and documenting activities.
- Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of required items.
- Responds to emergency situations for the purpose of resolving immediate safety concerns.

Other Functions

- Perform 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 single technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety standards and practices, operating equipment used in the repair and maintenance of electrical, heating, air conditioning and ventilation equipment, refrigeration, fire, and security systems; planning and monitoring projects; preparing and maintaining accurate records and handling hazardous materials. Must understand complex multi-step written or oral instructions; understand codes, policies, regulations and/or laws pertaining to electrical systems, circuitry, heating, air conditioning and ventilation systems, and refrigerant systems.

KNOWLEDGE is required to perform algebra, and/or geometry; read technical information, compose a variety of documents, and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: methods, techniques, materials, tools used in installation, troubleshooting, maintenance and repair of electrical systems/subsystems, heating, ventilation and air conditioning systems, refrigeration units; troubleshoot/maintain alarm, mechanical, electrical, environmental systems/subsystems including control/balancing these systems; and blueprints and schematics. Understands principals of refrigerants as required by Universal EPA Certification Card.

ABILITY is required to schedule activities; gather, collate and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; working independently and with interruptions; and complying with OSHA/TOSHA requirements.

Responsibility

Responsibilities include: working under general supervision using standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget.

Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions required the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant finger dexterity. Generally the job requires 10% sitting, 45% walking, and 45% standing: The job is performed under temperature extremes and some hazardous conditions.

Experience Job related experience required.

Education High School Diploma or equivalent.
Fire Alarm Systems Certification administered by
National Institute for certification in Engineering Technologies (NICET).

Required Testing

Pre-employment Proficiency Test

Certificates & Licenses

Valid CA Driver's License & Evidence of Insurability
Universal EPA Certification Card

Continuing Educ. / Training

Continuing education on existing Fire Regulations and Products

Clearances

Criminal Justice Fingerprint Clearance
TB Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Classified 24