

## Greater Vallejo Recreation District Job Description

|                             |                        |
|-----------------------------|------------------------|
| <b>Classification Title</b> | Maintenance Specialist |
| <b>FLSA Status</b>          | Non-Exempt             |
| <b>Salary Grade</b>         | 541B                   |
| <b>Reports To</b>           | Facilities Supervisor  |

### GENERAL SUMMARY

This position is responsible for completing skilled maintenance tasks (electrical, mechanical, structural) in the operation and repair of District facilities, troubleshooting equipment, managing projects completed by contractors, and scheduling repairs. This is a lead & technical journey level class within the Facilities series.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

- Assists management in establishing schedules and methods for providing maintenance and inspection services. Identifies resource needs and make recommendations to supervisor(s).
- Assesses technical requirements needed to repair, modify, maintain and rehabilitate buildings, structures and equipment throughout the District. Monitors, repairs, and adjusts swimming pool equipment and water chemistry. Maintains schedules for maintenance and inspection. Installs new parts and equipment. Cleans and chlorinates pool.
- Operates construction and maintenance equipment and power tools including, but not limited to, backhoes, graders, jack hammers, compressors, welders, saws, drills and truck mounted man-lifts.
- Operates, electrical or mechanical equipment including pump stations, swimming pools, moveable pool floor control and hydraulic systems. Troubleshoots problems and repairs or replaces equipment as required.
- Adhere to established safety regulations and precautions related to all work performed.
- Maintains District buildings and structures. Inspects, troubleshoots, and repairs electrical systems, plumbing, HVAC systems, and all other associated building maintenance including pest control and underground water supply and utilities.
- Participates in the acquisition of materials and supplies. Researches price and availability and solicits bids as needed. Purchases parts and materials for repairs and maintenance.

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- Assists and participates in planning, setup, monitoring, inspection and sign-off of contracted work projects. Acts as a District liaison to work directly with contractors on projects.
- Prepares reports on operations, inspections, maintenance procedures and activities.
- Assists and participates in planning, coordinating, and directing of preventive maintenance programs.
- Performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

- Receives general supervision and direction from higher level staff.
- Work requires providing functional and technical supervision over lower level Maintenance classifications.
- This position may assist Maintenance management in overseeing work quality, training, instructing, and work assignments.

### **HUMAN COLLABORATION & JOB IMPACT**

*This area describes personal interaction with others outside direct reporting relationships as well as the impact the job has on GVRD, the department or unit objectives, the output of services, or employee or public satisfaction.*

- Work requires regular interaction involving exchange and receipt of information. The impact the job has on GVRD is limited in terms of time, money, or public/employee relations.

### **FISCAL RESPONSIBILITY**

*This section describes the accountability and participation if any, as it relates to the fiscal accountability within department or assigned area(s) of responsibility.*

- Position has no fiscal responsibility.

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### **MINIMUM QUALIFICATIONS**

#### **Required Education and Experience**

- High School diploma or G.E.D. equivalency
- Three (3) to five (5) years' experience in facility construction and maintenance, including plumbing, electrical, mechanical, and structural repairs
- For incumbents in lower classifications within the series seeking promotion, at least three years' experience as a Facilities Maintenance Worker II or equivalent.
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

#### **Required Licenses or Certifications**

- California Department of Pesticide Regulations Residential/Institutional Qualified Applicator's Certificate (QAC)
- Possession Certified Pool and Spa Operator (CPO) or Aquatic Facility Operator (AFO) is required within six (6) months of hire or promotion.
- Possession of a Class C California driver license.

### **COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES**

#### **Knowledge of:**

- English grammar, spelling, and punctuation
- Principles and practices of basic bookkeeping
- Modern office procedures, methods and computer equipment
- Commercial construction maintenance and repair
- Equipment and tools used in the course of work
- Pool systems operation, maintenance and repair
- Occupational hazards and standard safety practices
- Pertinent Federal, State and city building codes and regulations
- Basic plumbing, electrical, mechanical, and carpentry work
- Current building codes

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### Skill in:

- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships
- Performing a variety of duties, often changing from one task to another of a different nature
- Performing basic mathematical functions such as addition, subtraction, multiplication, division, percentages, and ratios

### Ability to:

- Meet schedules and deadlines of the work
- Understand and carry out oral and written directions
- Accurately organize and maintain paper documents and electronic files
- Maintain the confidentiality of information and professional boundaries
- Perform a variety of assigned journey level maintenance, construction, and repair work
- Lead, train and organize the work of lower level staff
- Operate a variety of vehicular and stationary mechanical equipment in a safe and effective manner
- Handle and apply various chemical and pesticides
- Read and interpret blueprints and schematics
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work

### WORK ENVIRONMENT/CONDITIONS

*The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

| Work Environment                         | Seldom or Never | Sometimes | Frequently or Often |
|------------------------------------------|-----------------|-----------|---------------------|
| Office or similar indoor environment     |                 | X         |                     |
| Outdoor environment                      |                 |           | X                   |
| Street environment (near moving traffic) |                 |           | X                   |

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|                                                                        |                            |                  |                                |
|------------------------------------------------------------------------|----------------------------|------------------|--------------------------------|
| Construction site                                                      |                            |                  | X                              |
| Confined space                                                         |                            | X                |                                |
| Vehicle                                                                |                            |                  | X                              |
| Warehouse environment                                                  |                            | X                |                                |
| Shop environment                                                       |                            |                  | X                              |
| Other                                                                  | X                          |                  |                                |
| <b>Exposures</b>                                                       | <b>Seldom<br/>or Never</b> | <b>Sometimes</b> | <b>Frequently<br/>or Often</b> |
| Individuals who are hostile or irate                                   |                            | X                |                                |
| Individuals with known violent backgrounds                             |                            | X                |                                |
| Extreme cold ( <i>below 32 degrees</i> )                               |                            | X                |                                |
| Extreme heat ( <i>above 100 degrees</i> )                              |                            | X                |                                |
| Communicable diseases                                                  |                            |                  | X                              |
| Moving mechanical parts                                                |                            |                  | X                              |
| Fumes or airborne particles                                            |                            |                  | X                              |
| Toxic or caustic chemicals, substances or waste                        |                            |                  | X                              |
| Loud noises ( <i>85+ decibels such as heavy trucks, construction</i> ) |                            |                  | X                              |

### WORKING CONDITIONS & PHYSICAL DEMANDS

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- This position requires frequent exposure to unpleasant environmental conditions and/or hazards and requires *medium physical effort*. The majority of work performed outside or with exposure to risk. Incumbents may be required to exert up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

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### WORK AUTHORIZATION/SECURITY CLEARANCE (IF APPLICABLE)

This position does not require security clearance.

### EEO STATEMENT

GVRD is an equal opportunity employer.

### ACKNOWLEDGEMENT

*The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. This is not an exhaustive list of all duties and responsibilities. GVRD reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. Directly related experience/education beyond the minimum stated may be substituted where appropriate at the discretion of the Human Resources Department.*

Please sign, date and present this receipt and acknowledgment form to the Human Resources Department. This receipt and acknowledgment form will be kept in your personnel file.

Employee Name (Print)\_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

|                      |           |
|----------------------|-----------|
| <b>Date created</b>  | 6/28/2021 |
| <b>Dates revised</b> |           |