

OAK PARK UNIFIED SCHOOL DISTRICT

CLASS TITLE: MAINTENANCE ENGINEER

DEFINITION

Under the direction of the Director, Bond Programs, Sustainability Maintenance and Operations, perform a variety of semi-skilled maintenance duties in the repair and maintenance of District facilities, systems and equipment; coordinate with and assist outside contractors and other skilled operations and maintenance personnel as required; perform related duties as assigned.

EXAMPLES OF DUTIES

Perform a variety of semi-skilled t skilled maintenance, repair and construction work in the basic trades such as carpentry, welding, plumbing, painting, heating, ventilation and air-condition, electrical, masonry, glazing, locksmithing, and general maintenance duties independently; research, implement and employ energy conservation methods and procedures; interface with, coordinate and inspect the work of outside vendors and contractors; assist contracted skilled maintenance personnel as required; consult with architects, engineers and construction manages, recommend value engineering; inspect and evaluate facilities, equipment and systems to ensure safe and efficient operation and legal compliance with fire, access, safety and applicable building codes; operates a variety of hand and power tools and equipment; maintain equipment, tools and work areas in safe, clean and working condition; prepare and maintain a variety of records and reports in manual and computerized format relative to work requests, labor, materials, equipment, architectural drawings and construction documents; operate computer to program and maintain energy management, database and work order software applications; perform minor repairs oversee security alarm systems and respond to emergency alarm and maintenance call; estimate labor and material cost for replacement, repair, alterations and improvements to buildings, building systems and equipment; order materials and supplies; test advise on the selection and purchase of fixtures, furnishings, supplies and equipment; operate and oversee institutional building pest control program; operate a District vehicle to travel out of district and from site to site to perform duties; perform other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of: Methods, equipment, tools and materials used to perform semi-skilled to skilled building maintenance and construction work; operation of a variety of hand and power tools used in building maintenance and construction work; fire, access, safety and building codes; energy conservation products, methods and procedures; security alarm systems; record-keeping techniques including computer database and maintenance software applications; rules and regulations applicable to institutional pest control; interpretation of architectural drawings and specifications; health and safety procedures and precautions followed in building trades.

Ability to: Perform a variety of semi-skilled maintenance, repair and construction work on District facilities and equipment in the basic trades such as carpentry, welding, plumbing, painting, heating, ventilation and air-conditioning, electrical, masonry, glazing locksmithing and general maintenance duties independently; use energy conservation methods and procedures; inspect and evaluate facilities, equipment and systems to ensure safe and efficient operation and legal compliance with all applicable codes; perform heavy manual labor; establish and maintain effective and cooperative working relationships with others interface with, inspect, and coordinate the work of vendors and outside contractor; operate a variety of hand and power tools and equipment used in maintenance and construction work; understand, follow and give oral and written instruction; communicate effectively with others, maintain records and prepare reports, operate and make minor repairs to computers and related equipment; work independently without supervision; work efficiently to set and meet schedules and deadlines; plan and organize work; lift and carry objects weighing up to 100 pounds; operate security alarm and other automated control systems; perform value engineering; understand and interpret architectural drawings and specification; monitor and control budge expenditures, observe legal and defensive driving practices; work cooperatively with other.

Education and Experience: Any combination equivalent to graduation from high school and two years of increasingly responsible and varied semi-skilled to skilled maintenance experience. Additional technical coursework is preferred.

Licenses and other Certification: Valid California driver's license; California Pest Control Applicator's Certificate.

WORKING CONDITIONS

Indoor and outdoor environment; subject to traveling out of District and to/from District sites, noise, kneeling, lifting, climbing ladders, working in confined spaces, standing and exposure to solvents, chemicals and adverse weather conditions.