VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: MAINTENANCE WORKER I

BASIC FUNCTION:

Under the direction of the Maintenance Supervisor, perform semi-skilled to skilled maintenance, repair and construction duties on campus buildings and equipment; assist skilled trade workers as assigned.

DISTINGUISHING CHARACTERISTICS:

The Maintenance Worker II classification performs a variety of skilled work in the maintenance, construction and repair of campus facilities and equipment. The work requires the use of journey-level tools and the ability to do skilled work in one or more of the trades. However, work of a semi-skilled nature is frequently assigned to the incumbent. Incumbents in the Maintenance Worker I classification perform basic semi-skilled maintenance and repair work on campus facilities and equipment.

REPRESENTATIVE DUTIES:

Perform semi-skilled to skilled maintenance, repair and construction work in the basic trades such as locksmithing, carpentry, painting, electrical, plumbing and heating. E

Perform semi-skilled welding and metal fabrication work in the repair and maintenance projects of District buildings, facilities and equipment. E

Assist in the construction, installation and maintenance of sheetrock, roofs, furniture, fences, cabinets, shelving, chalkboards and bulletin boards. E

Install, repair and maintain gas and water lines; install, adjust, repair and maintain electrical equipment and a variety of apparatus. E

Assist in the repair and maintenance of heating and cooling equipment. E

Repair and replace floors and ceiling tiles. E

Assist in the installation, repair and maintenance of door locks and enclosures. E

Prepare surfaces, mix paints and finish a variety of equipment, furniture and other physical structures. E

Operate a variety of power equipment including table saws, drills, skill saws, compressors, trucks, tractors, trenchers, chipping hammers and other maintenance tools and equipment; drive a vehicle to conduct work. E

Revised September 2001
Maintain appropriate records and reports. 

Assist skilled trade workers as assigned,

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Interpersonal skills using tact, patience and courtesy
- Methods, equipment and materials used in semi-skilled maintenance
- Technical aspects of the field of specialty
- Record-keeping techniques
- Health and safety regulations

**ABILITY TO:**

- Understand and follow oral and written directions
- Communicate effectively both orally and in writing
- Maintain simple records
- Establish and maintain cooperative and effective working relationships with others
- Perform semi-skilled maintenance work using a variety of tools and machines utilized in the basic trade
- Analyze situations accurately and adopt an effective course of action
- Work from blueprints, shop drawings and sketches
- Observe legal and defensive driving practices
- Perform heavy manual labor
- Use a variety of tools and machines utilized in trades to which assigned

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: two years experience in general maintenance and repair or construction work.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Indoor and outdoor environment
- Driving a vehicle to conduct work
MAINTAINANCE WORKER I (continued)

PHYSICAL ABILITIES:

Lifting and carrying heavy objects
Pushing and pulling
Walking and standing for extended periods of time
Dexterity of hands and fingers to operate a variety of hand and power tools
Reaching overhead above the shoulders and horizontally
Kneeling or crouching

HAZARDS:

Chemical fumes
Working in a cramped or restrictive work chamber
Working around and with machinery having moving parts
Working around fumes from paints and solvents