

**FRESNO COUNTY SUPERINTENDENT OF SCHOOLS**  
**CLASSIFIED POSITION**

JCN: 286  
RANGE: 138  
NON-EXEMPT

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**MAINTENANCE SPECIALIST**

**BASIC FUNCTION:**

Under the direction of the Director, Facilities and Operations and assigned supervisor, perform all duties associated with a skilled trade(s) or technical area(s) in building maintenance, construction and planning duties; perform related work as required.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

- Assist with design and layout project(s) in a trade or technical area.
- Assist with planning, scheduling of project activities to attain high quality and efficiency in work.
- Carry out skilled duties of a particular trade(s) or technical area(s); responsible for conservation of time and materials on the job.
- Lock and unlock doors and gates as appropriate; maintain security of assigned areas according to established guidelines; set alarms as appropriate.
- Perform a variety of routine general maintenance and repairs on equipment as required.
- Perform the essential duties in the area(s) of specialization with minimal supervision.
- Perform work in alternation or maintenance of buildings.
- Prepare, keep and maintain reports, records, and schedules appropriate to assignment(s), projects and deadlines; make reports appropriate to assignment.
- Report safety, sanitary and fire hazards to appropriate personnel; report need for maintenance repairs to appropriate authority; respond to emergency requests as needed.
- Utilize skills in a journeyman area(s) such as carpentry, construction technology, plumbing, air conditioning, heating, cabinet making and electrical.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

**OTHER DUTIES:**

- Ability to work on a flexible schedule as assigned.
- Drive a vehicle to conduct work, using own transportation and/or FCSS vehicle.
- Travel between work sites.
- Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

- Appropriate health and safety precautions and procedures.
- Basic organization systems including electronic and hard copy filing, time management and prioritization.
- Building and safety codes, federal, state and local laws, codes and regulations in area(s) of specialization.
- Maintain records and prepare reports.
- Methods of project management.
- Policies and procedures applicable to facilities construction, maintenance and repair.
- Proper lifting techniques.
- Proper methods of storing equipment, materials and supplies.
- Proper methods, techniques, materials, tools and equipment used in area(s) of specialization.
- Requirements of maintaining buildings and worksites in a safe, clean and orderly condition.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

### **ABILITY TO:**

- Add, subtract, multiply and divide quickly and accurately.
- Adjust prescribed schedule to meet emergency needs.
- Coordinate projects with county office personnel and outside vendors.
- Maintain a high degree of organization and planning.
- Maintain tools, equipment, vehicles in a clean working order.
- Meet schedules and timelines.
- Observe health and safety regulations.
- Observe, report and/or repair safety hazards.
- Perform a variety of building repairs.
- Perform routine and repetitive work to completion.
- Plan, schedule and direct the activities of subordinates to attain high quality and efficiency in work.
- Respond to emergency calls after hours and on weekends.
- Take initiative to independently develop methods and techniques in the interest of effectiveness and efficiency.
- Understand and follow oral and written directions.
- Use cleaning materials and equipment in a safe and efficient manner.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Work confidentially and with discretion.

- Work independently with minimal direction.

### **EDUCATION AND EXPERIENCE:**

#### **EDUCATION:**

- High school diploma, General Education Degree (GED) or State High School Proficiency certificate.
- Graduation from an accredited trade or technical school of six months or more preferred.
- Enrolled in a recognized apprenticeship program preferred.

#### **EXPERIENCE:**

- Three years increasingly responsible experience in Building and Maintenance work, which includes project management.

### **LICENSURE AND OTHER REQUIREMENTS:**

- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.
- This position requires a pre-placement medical assessment (paid for by FCSS) at a clinic selected by the county office. Any offer of employment is contingent upon successful certification by designated physician that applicant is able to perform essential functions of the job, with or without reasonable accommodation.

### **WORKING CONDITIONS:**

#### **ENVIRONMENT:**

- Drive a vehicle to conduct work, using own transportation and/or FCSS vehicle.
- Indoor and outdoor work environment.
- Office and/or school facility environment.
- Regular exposure to fumes, dust and odors.
- Regular interruptions.
- Seasonal heat and cold or adverse weather conditions.
- Small and large group meetings.

#### **PHYSICAL DEMANDS:**

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Strength to perform heavy physical labor.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to fifty (50) pounds and occasionally lift and/or move up to one hundred (100) pounds with assistance.
- Walk at a pace to promptly and safely perform job duties.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

**HAZARDS:**

- Exposure to cleaning agents and/or chemicals.
- Indoor and outdoor environment where significant health and safety considerations exist from physical labor and use of specialized equipment consistent with trade area(s).
- Regular exposure to fumes, dust and odors.
- Work conditions may be unpleasant and uncomfortable due to physical positioning and/or environment extremes.
- Working on ladders.

*This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.*

**APPROVED:**

Effective: 08/05/2009

Revised: 11/14/2017; 09/01/2022