**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**

**CLASS TITLE: GENERAL MAINTENANCE WORKER RANGE 30**

**SUMMARY:**

Under the direction of an assigned supervisor, perform semi-skilled maintenance and repair work on District buildings, facilities and equipment; provide assistance to skilled maintenance workers in specialized trades as required.

**ESSENTIAL FUNCTIONS:**

Perform a variety of semi-skilled building maintenance and repair work utilizing the basic trades.

Provide assistance to skilled maintenance workers in the electrical, carpentry, plumbing and heating/air conditioning maintenance trades.

Perform various building maintenance and repair duties; maintain and repair doors, door closures, locks and windows; patch and repair roofs as necessary.

Remove, replace and repair plumbing fixtures and faucets; replace washers and gaskets as necessary.

Patch and prepare surfaces for painting; paint various surfaces including walls, cabinets and shelving; stripe parking lots as required.

Assist in the maintenance and repair of heating and air conditioning equipment and systems as required; check equipment and systems for proper operations and replace belts, fans, filters and other parts as necessary.

Maintain routine records related to maintenance and repair activities.

Operate a variety of equipment and machines including drill, saw, drill press, grinder, sander, painting equipment and other hand and power tools.

**SECONDARY FUNCTIONS:**

Repair desks, chairs, tables, cabinets and other furniture; install shelving, bulletin boards and blackboards.

Assist in the installation, maintenance and repair of electrical systems and equipment as required; install and repair electrical outlets and switches; replace electrical wiring as needed.

Perform rough carpentry and concrete work as required.

Maintain departmental area(s) in a safe, clean and orderly condition; assure compliance with established safety procedures and regulations.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Methods, equipment and materials used in maintenance and repair work.

Requirements of maintaining buildings in a safe, clean and orderly condition.

Proper methods of storing equipment, materials and supplies.

Health and safety regulations and procedures.

Basic recordkeeping techniques.

**ABILITY TO:**

Perform semi-skilled maintenance and repair work.

Provide assistance to skilled workers in the electrical, carpentry, plumbing, drywall, and heating/air conditioning maintenance trades.

Operate a variety of equipment and machines including drill, saw, drill press, grinder, sander, painting equipment and hand power tools.

Perform minor maintenance using a variety of tools and machines utilized in the basic trade.

Understand and follow oral and written directions.

Communicate effectively both orally and in writing.

Train and provide work direction to others.

Lift objects weighing up to 80 pounds.

Observe legal and defensive driving practices.

Establish and maintain cooperative and effective working relationships with others.

**EDUCATION:**

Graduation from high school or equivalent.

**EXPERIENCE:**

Responsible maintenance experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license and ability to qualify for District vehicle insurance coverage.

**WORKING CONDITIONS:**

Work involves indoor and outdoor environment subject to inclement weather conditions, lifting up to 80 pounds, bending, climbing, and exposure to noise and paint fumes.

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