

MONTEREY COUNTY OFFICE OF EDUCATION

TRADESPERSON II

CLASSIFICATION: Classified

SALARY LEVEL: 39

DEFINITION:

Under the limited direction of the Director II, Head Start and the Assistant Supervisor of Maintenance and Operations the Tradesperson II performs a variety of highly skilled building maintenance, repair activities and light construction in offices, schools, and other buildings.

SUPERVISOR:

Director II, Head Start and Assistant Supervisor of Maintenance and Operations

POSITIONS SUPERVISED:

None

QUALIFICATION REQUIREMENTS:

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MAJOR DUTIES AND RESPONSIBILITIES: The following is a list of duties that are representative of the position and include but are not limited to:

- Provides direction to Maintenance Custodian
- Maintains and repairs building facilities, and equipment, by performing a variety of highly skilled electrical, painting, carpentry, plumbing, welding, heating, air conditioning, locksmith, and mechanical repair work
- Inspects building facilities, and identifies building maintenance needs
- Maintains and repairs a variety of floor coverings such as carpeting, vinyl tile, ceramic tile, vinyl sheet and wood
- Repairs and replaces plumbing fixtures including sinks, toilets, faucets, and pipes; clears obstructions from water and sewer lines
- Remodels and repairs a variety of building components such as counters, tables, desks, bookshelves, cabinets, partitions, walls, windows and doors
- Inspects, troubleshoots, adjusts, and repairs a variety of heating, ventilation, and air conditioning equipment including forced air furnaces, boilers, water pumps, chillers, air conditioning units, exhaust fans, air filters, compressors, cooling towers and heat exchangers; operates, maintains and repairs a variety of mechanical equipment such as electric generators, and sump pumps
- Reads and interprets sketches, diagrams, drawings and blueprints;
- Repairs and installs electrical lighting systems and fixtures
- Troubleshoots, maintains and repairs door lock systems
- Operates a variety of equipment including but not limited to power saws, power sanders, drills, paint sprayers, routers and grinders
- Utilizes web based work order system
- Maintains time, material and equipment use records
Requisitions supplies and materials
- Maintains contact with site office at all times during work hours
- Drives fork lift
- Performs custodial duties as required

- May respond to emergency calls by fire or police departments, or other agencies on weekends and evenings, and take necessary action as appropriate
- Performs related duties as assigned
- Complies with the Monterey County Board Policies, Superintendent Policies and Administrative Regulations

PHYSICAL AND MENTAL CHARACTERISTICS:

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, radio, business machines and related equipment; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone and radio conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone or radio, and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead; step up and down including climb a ladder; physical mobility sufficient to move about the work environment (office, district, school site-to-site), drive an automobile, and respond to emergency situations; operate a forklift; physical strength sufficient to lift 50 pounds and 100 pounds with assistance; physical stamina sufficient to sit or stand for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination of education and experience equivalent to high school diploma
- Increasingly responsible building maintenance experience, including journey level experience in one or more trades applicable to the position
- Any combination of training and experience which has provided the applicant with the required knowledge and abilities to successfully perform job duties such as coursework in construction technology

Knowledge of:

- Methods, practices, and equipment used in building maintenance services and activities including a variety of building trades work
- Methods and techniques used in estimating time and materials for assigned projects
- Tools and equipment used in building maintenance
- Material Safety Data Sheets (MSDS) and their application
- Safety hazards and appropriate precautions applicable to work assignments
- Modern cleaning methods and equipment and the use and care of cleaning materials and equipment
- Uses and effects of various toxic cleaning substances
- Mobile communication devices including smart phone technology to access work orders

Skills and Abilities:

- Perform a full range of building maintenance work
- Repair and maintain a variety of mechanical equipment
- Work independently with limited supervision
- Read and interpret sketches, drawings, diagrams and blueprints
- Establish and maintain cooperative working relationships with those contacted in the course of work
- Lift and carry heavy objects
- Estimate necessary materials and supplies with a reasonable degree of accuracy
- Gather information, analyze data, and make appropriate decisions
- Communicate effectively in the English language both orally and in writing
- Understand and follow oral and written instructions
- Operate a forklift

- Operate a vehicle safely and efficiently
- Work both independently and function effectively within a team setting while demonstrating leadership qualities
- Demonstrate and apply safe work practices and procedures to avoid injury to self and others
- Learn and use technology and computer software applications as appropriate to the work assignment
- Perform mathematical calculations with speed and accuracy
- Learn and use technology and computer software applications as appropriate to the work assignment
- Quickly and effectively diagnose problems and take appropriate action to resolve them

Licenses and Certifications:

- Possession of an appropriate, valid California driver's license and evidence of insurability
- Forklift certification within six (6) months

Available Pay Stipends:

There is an additional 5% pay differential for bilingual and bi-literate proficiency in a second language, including Spanish and Braille, as certified by MCOE

Adopted by the Monterey County Office of Education: 8/05 (revised 8-14-15)