

RIVERSIDE UNIFIED SCHOOL DISTRICT

**CLASS TITLE: MAINTENANCE & OPERATIONS SPECIALIST –
SPECIAL MAINTENANCE (Range 31)**

BASIC FUNCTION:

Under direction of an assigned supervisor, perform a wide variety of highly skilled tasks related to the Special Maintenance trades; evaluate work requests and distribute to assigned division staff; conduct inspections of work in progress and completed work to assure compliance with professional and established guidelines and procedures; estimate labor and material cost(s); schedule and assign work to assigned crews.

REPRESENTATIVE DUTIES:

Evaluate work requests and distribute to assigned division staff. *E*

Coordinate the work of Maintenance and Operations personnel in the assigned trade duties; conduct inspections of work in progress and completed work to assure compliance with established guidelines and procedures. *E*

Order and maintain inventory of equipment and supplies; conduct periodic physical inventory as assigned. *E*

Diagnose problems and arrange for repairs in the assigned maintenance area(s); travel to District locations to conduct inspections and prepare estimates. *E*

Assist in the development of work schedules; assign tasks to workers. *E*

Provide in-service training for assigned personnel; train assigned staff in the proper operation of related equipment and safety techniques as assigned. *E*

Prepare and file regular reports on the condition of assigned facilities and progress on departmental work orders. *E*

Participate in the work of the Special Maintenance trade as assigned.

Service and repair all electronically operated bleachers. *E*

Coordinate the work of assigned personnel in the maintenance and repair of fixtures to include doors, door closers, window glass, floors, asphalt tiles, molding, locks and hinges. *E*

Perform a variety of tasks required of a locksmith, including lock repairs, rekeying and duplication of keys; prepare and maintain key control inventory, and reports of related activities. *E*

Install and maintain various types of window film. *E*

Maintain display cases including the replacement of plexiglass. *E*

Service and maintain electronic basketball backboards. *E*

Service and maintain roll-up doors at various sites. *E*

Remove and replace theater seats. *E*

Service and maintain all curtains and canopies. *E*

Repair and maintain all lockers at applicable sites. *E*

Install and maintain all restroom partitions. *E*

Assist in the installations of building fire-fighting equipment and in modifications discussed with city Fire Marshal during inspections.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

The use and care of commonly used and specialized hand and power tools required in the installation, repair and maintenance of District facilities.

ABILITY TO:

Follow oral and written directions.

Read and interpret blueprints and installation instructions.

Perform skilled Special Maintenance work.

Present oral and written reports.

Develop projected needs for labor, parts and equipment based upon estimated workload.

Operate light and medium weight vehicles.

Establish and maintain effective relationships with others.

Effectively operate a computer and job-related software programs.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and four years experience in the skilled Special Maintenance trade in the assigned area of responsibility, including at least two years at a journeyman-level.

LICENSES AND OTHER REQUIREMENTS:

Possess and maintain a valid and appropriate California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment.

Driving a vehicle to conduct work.

Noise from equipment operation.

Exposure to adverse weather conditions.

PHYSICAL ABILITIES:

Seeing to diagnose problems.

Dexterity of hands, wrists, and fingers to operate specialized tools and equipment.

Heavy physical labor.

Lifting objects up to 50 pounds.

Hearing and speaking to exchange information and interact with contractors and site personnel.

Pulling, pushing, carrying and lifting heavy objects.

Climbing ladders.

Standing for extended periods of time.

Bending at the waist.

Crawling and kneeling to conduct work.

Reaching overhead, above the shoulders and horizontally.

HAZARDS:

Working on ladders or scaffolding at heights.

Working in cramped or restrictive work chamber.

Working around and with machinery having moving parts.

Exposure to flying debris or nails.

Exposure to broken glass.