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Facilities and Operations Specialist

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**BASIC FUNCTION:**

Under the direction of the Director-Maintenance and Operations, perform a variety of skilled activities in the maintenance and repair of assigned facilities, utilities and equipment including tasks in carpentry, electrical work, heating, ventilation and air conditioning (HVAC), construction, plumbing and painting; participate in a variety of grounds maintenance and gardening duties in the beautification of assigned grounds and landscaped area.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

Perform a variety of skilled activities in the maintenance and repair of designated facilities, utilities and equipment including tasks in carpentry, electrical work, HVAC, construction, plumbing and painting; receive, prioritize and respond to work orders in a timely and efficient manner.

Repair or fabricate articles and structures of wood or related materials such as cabinets, bookcases, furniture, and other carpentry projects; repair and install locks and security devices.

Perform troubleshooting and repair to electrical fixtures, equipment, systems and other installations; replace light fixtures, switches, fuses and other electrical accessories; perform diagnostic tests on system components and replace defective wires and parts.

Perform a variety of skilled plumbing duties in the maintenance and repair plugged drains, flush sewer lines, and replace faucets, washers, gaskets, and related equipment; inspect and repair leaks, obstructions and general system failures.

Maintain, troubleshoot and repair heating, ventilation and air conditioning systems and equipment; make routine adjustments and perform preventive maintenance; diagnose malfunctions and determine repair needs; maintain and replace filters as necessary.

Perform regular safety checks of facilities to assure compliance with established laws, codes and regulations; identify and resolve safety hazards; respond to and resolve emergency situations as required.

Mix, pour, and finish concrete.

Participate in the mowing, edging, trimming, and watering of lawns, fields and other turf grounds; prepare and fertilize soil; water various grounds areas by hand or by operating the irrigation system.

Plant, cultivate, prune, spray, fertilize and irrigate flowers, trees, grass and shrubs; hoe and pull weeds and rake leaves; edge walkways; sweep litter from walks and driveways.

Perform general grounds cleanup, including picking up paper, trash and debris on grounds areas, parking lots, playgrounds, athletic fields and other assigned areas.

Develop and implement irrigation construction, maintenance, repair and enhancement projects; estimate labor, material and equipment requirements for projects; monitor, assess and modify activities in response to project progress.

Plan, lay out, assemble, install, maintain and repair sprinkler and irrigation systems; clean, adjust and repair sprinkler heads; test water systems for high and low pressure; test sprinkler and irrigation systems for leaks.

Prepare surfaces for painting; apply paint or other protective or decorative material on a variety of surfaces; paint over graffiti as needed; operate a brush, roller or spray gun to apply a variety of surface coverings to various surfaces; clean brushes, tools and other equipment.

Organize and lay out maintenance, repair, installation and construction tasks; interpret plans, diagrams, blue prints, sketches and specifications; estimate time, material and equipment requirements for assigned projects.

Apply pest control methods to eradicate weeds and other pests according to established procedures.

Move and arrange furniture and equipment as requested.

Operate a variety of power-driven equipment such as tractors, mowers, edgers, blowers, chain saws, hedge trimmers, drills, saws, presses, grinders, pallet jacks and other equipment used in grounds work; utilize standard gardening hand tools.

Maintain various records related to safety, expenses, work orders, project status and assigned activities; maintain equipment in safe operating condition; perform minor maintenance on equipment such as changing blades, greasing and changing oil.

Monitor inventory levels of maintenance supplies and equipment; order, receive and maintain appropriate inventory levels of supplies and equipment.

Communicate with personnel and various outside agencies to exchange information, coordinate activities and resolve issues or concerns.

Perform preventive maintenance on equipment and utilities including replacing and servicing parts and components.

#### **OTHER DUTIES:**

Assist custodial and warehouse personnel as assigned.

Perform related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Methods, materials, tools, terminology and equipment used in the building maintenance trades including electrical work, HVAC, carpentry, plumbing and painting.

Proper methods of storing equipment, materials and supplies.

Requirements of maintaining facilities, utilities and equipment in good repair.

Operation of a wide variety of hand and power tools and equipment.

Grounds maintenance procedures including mowing, edging, raking and weeding.

Methods, equipment and materials used in gardening and groundskeeping work.

Cultivating, fertilizing, watering and spraying of flowers, trees and shrubs.

Operation and maintenance of hand and power tools and equipment used in groundskeeping.

Herbicides and other chemicals used in grounds maintenance.

Methods and materials used in controlling weeds and other pests.

Shop math applicable to the building trades.

Applicable building codes, ordinances, fire regulations and safety precautions.

Technical aspects of the general maintenance.

Preventive maintenance principles and practices.

Health and safety regulations and procedures.

Record-keeping techniques.

Oral and written communication skills.

Proper lifting techniques.

##### **ABILITY TO:**

Perform a variety of skilled activities in the maintenance and repair of facilities, utilities and equipment including tasks in carpentry, electrical work, HVAC, construction, plumbing and painting.

Operate a wide variety of hand and power tools and equipment related to the building trades.

Receive, prioritize and respond to work orders in a timely and efficient manner.

Participate in a variety of grounds maintenance and gardening duties in the beautification of assigned grounds and landscaped areas.

Mow, edge, water, weed, fertilize, rake and cultivate lawns, flower beds, athletic fields and other landscaped areas.

Maintain athletic areas in a safe condition.

Apply specialized chemicals to control and eradicate weeds and other pests.  
Organize and lay out work.  
Inspect, diagnose, maintain, repair or replace a variety of parts and equipment.  
Work from sketches, diagrams, blueprints, plans and specifications.  
Work independently with little direction.  
Estimate material and supply needs.  
Observe health and safety regulations.  
Maintain records related to work performed.  
Understand and follow written and oral instructions.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Perform heavy physical labor.

#### **EDUCATION AND EXPERIENCE:**

Graduation from high school or equivalent;  
General maintenance experience is highly desirable.

#### **LICENSES AND OTHER REQUIREMENTS:**

Some positions in this class may be required to obtain a valid Pesticide Applicator's License.  
Valid California driver's license.

#### **WORKING CONDITIONS:**

##### **ENVIRONMENT:**

Indoor and outdoor work environment.  
Regular exposure to fumes, dust, dirt, oil/grease.  
Seasonal heat and cold or adverse weather conditions.

##### **PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a variety of tools and equipment.  
Hearing and speaking to exchange information.  
Seeing to perform maintenance duties.  
Sitting and standing for extended periods of time.  
Regularly performs heavy physical labor requiring ability to lift, carry, push, pull, and guide up to 75 pounds individually or more than 75 pounds with assistance.  
Reaching overhead, above the shoulders and horizontally.  
Bending at the waist, stooping, kneeling or crouching.  
Climbing ladders and working from heights.

##### **HAZARDS:**

Working around and with machinery having moving parts.  
Exposure to chemicals used in pest control and weed abatement.  
Working at heights.  
Power saws and flying debris or nails.  
Exposure to fumes from paints and solvents.

Board Approved 4/19/17

The Auburn Union School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, sex, sexual orientation, gender, ethnic group, identification, mental or physical disability.

No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.

**THE AUBURN UNION SCHOOL DISRICT MAINTAINS A TOBACCO-FREE, DRUG-FREE ENVIRONMENT.**

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