

# San Diego Community College District

## CLASSIFICATION DESCRIPTION

**Title:** Equipment Maintenance Specialist

**Unit:** Maintenance & Operations

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**Job Code:** E1400  
**Original Date:** 01/1992  
**Last Revision:** 01/2016  
**Staff Type:** Classified  
**FLSA status:** Non-exempt  
**Salary Range:** 33

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### **DEFINITION**

Under the direction of the District Facilities Supervisor/Equipment Repair or assigned supervisor, lead employees in the equipment repair section of maintenance and operations; schedule, plan, estimate, inspect, and perform skilled repair and fabrication work on a variety of mechanical and electrical equipment and machinery. Act as lead and assist supervisor in production and completion of more difficult and complex work assignments.

### **EXAMPLE OF DUTIES**

1. Provide work direction and guidance to Machinists and other journey-level workers on repair tasks requiring participation of more than one trade.
2. Screen and assign equipment repair orders to appropriate trades personnel and assist in completing work orders as necessary.
3. Plan, estimate, and schedule jobs and assure completion of work orders in a timely manner.
4. Work with and lead journey-level employees and helpers in the installation, maintenance, inspection, diagnosis, fabrication, and repair of a large variety of machinery and shop equipment, including drill presses, lathes, jointers, power saws, forges, grinders, hydraulic devices, pumps, and power mowers.
5. Perform periodic surveys of district equipment to determine or verify needed alterations, replacements, or repairs.
6. Service and repair dishwashers, air compressors, clocks, floor scrubbers, electric motors, generators, and accessory equipment.
7. Inspect equipment, diagnose defects, and replace parts; repair and replace electronic controls and switches.
8. Estimate time and material costs; maintain service records; assure proper inventory of supplies, materials, and equipment.
9. Perform related duties as assigned.

### **DESIRABLE QUALIFICATIONS**

#### Knowledge:

- Health and safety regulations.
- Mechanical applications, machine operations, and equipment functionality.
- Methods, materials, and equipment used in maintenance and repair of equipment.
- Oral and written communication skills.
- Principles of construction and operation of a variety of manual and electrical equipment and motors.
- Principles of work direction.
- Technical aspects of field of specialty.
- Use of metal cutting tools, such as oxygen settling torch, plasma cutter, and carbon arc.
- Welding with various welders to include tig, mig, and stick.

Skills and Abilities:

- Communicate effectively both orally and in writing.
- Diagnose, repair, and adjust equipment defects.
- Establish and maintain effective working relationships with others.
- Estimate labor and material costs.
- Maintain records and prepare reports.
- Make simple arithmetic calculations.
- Train and provide work direction and guidance to others.
- Work from plans blueprints, drawings, and specifications.

Training and Experience:

Any combination of training and experience equivalent to: graduation from high school and four years experience in the maintenance, repair, and adjustment of mechanical and electrical equipment and motors involving at least one year at the journey level. One-year experience in the leading of technical staff is desirable.

**WORKING CONDITIONS**

Physical Requirements:

Category I

Environment:

May include less desirable extremes.