

# San Diego Community College District

## NANC JOB DESCRIPTION

**Title:** Skilled Maintenance Worker-Special Projects

**Unit:** Non-Academic/Non-Classified Service

**Page:** 1 of 1

**Job Code:** N1740

**Original Date:** 04/2018

**Last Revision:** 04/2018

**Staff Type:** NANCE

**FLSA status:** Non-Exempt

---

### **FUNCTION:**

Under the direction of an assigned supervisor, perform skilled maintenance duties on District equipment, facilities, and buildings as assigned on a project-to-project basis.

### **DESIRABLE QUALIFICATIONS:**

Knowledge of tools, materials, and equipment used in an assigned trade, safe driving practices, methods and terminology used in the assigned trade, and relevant health and safety regulations. Ability to perform skilled maintenance repair and general maintenance duties; operate vehicles, equipment, machinery, and tools as assigned; maintain tools and equipment; communicate effectively both orally and in writing; establish and maintain effective working relationships with others; understand and follow oral and written directions. Sufficient training and experience to satisfactorily perform assigned duties. Valid California driver's license.

### **TYPICAL DUTIES INCLUDE:**

- Perform skilled maintenance repair on District equipment, facilities, and buildings.
- Perform a variety of general maintenance duties, including preparation, installation, cleaning, adjusting, repair, application and/or finishing work, inspection, and diagnosis.
- Operate vehicles, equipment, machinery, and tools safely and effectively.
- Maintain tools and equipment in a safe condition performing minor repairs as necessary.
- Maintain records of materials used.