

# MAINTENANCE SPECIALIST



## **Description:**

Under general supervision, performs building and grounds maintenance by repairing, remodeling, constructing and installing items in and around fire facilities, and performs related duties as required.

## **Distinguishing Characteristics:**

Positions in this class are characterized by the responsibility for performing a wide variety of repair, maintenance and construction duties.

## **Duties may include, but are not limited to:**

1. Inspects buildings for daily repairs; constructs, repairs and remodels cabinet doors, walls, roofs and other structural components; design and build offices; dismantle old buildings/structures.
2. Installs and repairs electrical wiring and fixtures; repairs small electrical tools.
3. Make materials list and call for quotes; pick up parts and materials needed for projects; complete LV request for projects and services.
4. Make signs for stations and department plaques.
5. Perform plumbing repairs; cut and install piping for water and air systems; service and performs minor repairs on a/c units.
6. Remove and install concrete; patch black top; install and repair chain link fencing.
7. Paints; install paneling; build partitions; install and repair doors and locks; repair exhaust systems; frame and drywall walls; patch drywall; texture walls; repair and replace windows; patch roofing.
8. Moves and makes minor repairs on equipment if needed; replaces exchanges and moves desks, filing cabinets and chairs from one room to another; rearranges furniture in office units.
9. Thoroughly cleaning of restrooms; toilets, sinks, walls, floors, fixtures; assuring sanitary conditions. Maintaining restrooms supplies.
10. Vacuuming and cleaning of carpets and floor. Use of related equipment of each task.
11. Setting up equipment, tables and chairs, as required for scheduled activities.
12. Lifting of heavy loads manually. Using equipment such as hand carts, dollies, fork lift and other devices used to assist with loading and unloading of supplies and equipment.
13. May deliver and pick up equipment and supplies at various locations as needed.
14. Coordinates the daily duties of work release staff.

15. Provides vacation and temporary relief as required.

16. Provides other duties as required.

**Typical Qualifications:**

Must have the equivalent to graduation from High School or have obtained a GED.

Two (2) years experience in a building/construction trade.

**Health and Physical Condition:**

Persons seeking appointment to this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties established by the San Bernardino County Fire Department.

**Conditions of Employment:**

Travel within and outside the County may be required. A valid California Driver's License and proof of automobile liability insurance must be provided at time of hire and maintained throughout employment.

**The statements in this class specification are intended to describe the general nature and level of work being performed by incumbents assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, qualifications and skills required of personnel so classified.**

**Job Code:** 46148

**Salary Range:** AV6

**Representation Unit:** General Fire Support

**Last Updated:** 5/20/10