

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: MAINTENANCE AIR FILTER TECHNICIAN

BASIC FUNCTION:

Under the direction of the Maintenance Supervisor, provide installation and maintenance service of air filters for the District's air conditioning, heating and air handling equipment; perform a variety of semi-skilled maintenance, repair, and construction duties; assist District skilled trade workers with major campus projects as necessary.

REPRESENTATIVE DUTIES:

Install appropriate air filters according to an established schedule in a variety of air conditioning, heating and other air handling equipment; remove and dispose of used filters. *E*

Maintain airtight integrity of filter banks and doors; clean filter bank inlet screens and fan rooms. *E*

Notify appropriate skilled trades staff of obvious defects of units or major repairs required. *E*

Maintain a variety of records such as damaged units, materials used, routes covered, and service time required per job; maintain filter inventory; determine the number and types of filters and miscellaneous items to order and prepare requisitions. *E*

Receive filter stock and equipment and verify correct size and quantity; stock materials; maintain order and cleanliness of filter storage area. *E*

Assist with heating, ventilation, and air conditioning preventive maintenance functions such as belts and hoses, lubing motors and dampers, and cleaning and/or painting units or condensers. *E*

Perform semi-skilled maintenance, repair, and construction work in assigned trade area such as carpentry, painting, electrical, plumbing, air conditioning, roofing, and welding/sheet metal. *E*

Assist in the construction, installation, and maintenance of roofs, furniture, fences, cabinets, shelving, chalkboards, and bulletin boards. *E*

Assist in rough carpentry for new and repair work; repair damage to walls, floors, roofs, and other structures. *E*

Repair and replace floor and ceiling tiles. *E*

Assist in the installation, repair, and maintenance of door locks and closures; install and repair door and window glass. *E*

Assist in installation, repair, and maintenance of gas and water lines. *E*

Assist in the installation, adjustment, repair, and maintenance of electrical equipment and a variety of apparatus. *E*

Assist in the repair and maintenance of heating and cooling equipment. *E*

Assist painter in preparing surfaces, mixing paints, and finishing a variety of equipment, furniture and facility physical structures. *E*

Assist in welding together using gas and arc welding processes. *E*

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Assist in the assembly and installation of various office equipment and furniture. *E*

Assist in preventive maintenance of pools and related equipment. *E*

Operate a variety of power equipment including table saws, drills, skill saws, compressors, trucks, tractors, forklifts, chipping hammers, and other maintenance tools and equipment. *E*

Move furniture, office equipment, and other office and classroom items as required. *E*

Maintain appropriate records and reports. *E*

Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic mechanical skill.

Knowledge of heating and air conditioning systems and methods, materials, and equipment used.

Materials, methods, and procedures used in semi-skilled maintenance work.

Operating characteristics of a variety of equipment and tools related to area of assignment.

Occupational hazards and standard safety practices.

Record-keeping techniques.

Basic technical aspects of the field of specialty.

Basic oral and written communication skills.

ABILITY TO:

Perform general maintenance, construction, or repair duties within the area of assignment.

Perform heavy manual labor within the area of assignment.

Work from blueprints, shop drawings, and sketches.

Safely and effectively perform assigned duties with limited supervision.

Operate a variety of equipment and tools related to area of assignment.

Operate a truck, observing legal and defensive driving practices.

Maintain records and prepare reports.

Make basic arithmetic calculations quickly and accurately.

Analyze situations accurately and adopt an effective course of action.

Understand and carry out oral and written instructions.

Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years of general maintenance experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license and a safe driving record.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, outdoor, and shop environment.

Driving a vehicle to conduct work.

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Noise from equipment operation.

Adverse weather conditions.

PHYSICAL ABILITIES:

Heavy lifting.

Standing and walking for extended periods of time.

Climbing ladders and scaffolding.

Bending at the waist.

Crawling, crouching, and kneeling.

Reaching above head, over shoulders, and horizontally.

Pulling, pushing, and carrying heavy objects.

Dexterity of hands and fingers to operate power tools and equipment.

Seeing to observe needed repair and to produce repairs.

HAZARDS:

Working on ladders or scaffolding.

Working in a cramped or restrictive work chamber.

Working around and with machinery having moving parts.

Ladder climbing and working at heights.

Working with chemicals.

Revised: December 15, 2000

Johnson & Associates

APPROVED BY THE GOVERNING BOARD ON February 13, 2001 .

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