



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
APPROVED MOTION NO. 22-2022/23
DOCUMENT NO. 10-2022/23
DATED 10/19/2022

MAINTENANCE PARTS SPECIALIST

DEPARTMENT/SITE: Maintenance and Operations

SALARY SCHEDULE: Classified Bargaining Unit

SALARY RANGE: 36

WORK CALENDAR: 261 Days

REPORTS TO: Supervisor - Maintenance

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the general direction of the Supervisor - Maintenance, the Maintenance Parts Specialist provides support to maintenance services with researching parts and services, ordering products, and stocking/storing materials in order to ensure efficient operations; assists other maintenance workers with projects and routine work. The incumbents in this classification provide the school community with building maintenance services to keep school and other facilities operational which directly supports student learning and achievement.

DISTINGUISHING CHARACTERISTICS

Positions in this class provide support by securing parts for building maintenance operations and assists with routine and journey-level building maintenance services in the various trades. It is distinguished from the Maintenance Journeyperson class, which works in the field, working independently or in support of the higher-level Maintenance Journeyperson – Lead and Maintenance Tradesperson classification on larger-scale projects.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Assists with repairs of facilities and installation of a wide variety of materials (e.g., carpet, tile, roofing, metal fabrications, cabinetry, drywall, plumbing, insulation, glass, electrical, masonry) to provide project support and ensure that equipment is in safe working condition.
- Communicate status of orders with workers and supervisors; review problems/delays in ordering parts with supervisors.
- Creates and maintains records of parts ordered, received, and issued.
- Drive to vendor locations to pick up parts.
- Fabricates equipment parts as required to meet specialty needs and/or replace unavailable parts.
- Monitors commonly used parts inventory and ensure adequate quantities.
- Oversees the tool room, including checking out equipment and tools; maintains room in an organized, clean manner in order to track and optimize usage.
- Participates in educational seminars and meetings to maintain and upgrade job knowledge, skills, and for safety training.
- Prepares written materials (e.g., purchasing logs, sign out sheets) to document activities and/or convey information.
- Pulls blueprints, schematics, and drawings as requested by maintenance staff to provide efficient service.
- Researches prices and orders parts needed for various building maintenance repairs and projects.
- Transports a variety of tools, equipment, and supplies to workers at the job site.

- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Methods, practices, equipment, and tools used in various trades including carpentry, electrical, painting, HVAC, and plumbing
- Computer usage including pertinent software
- Purchasing principles and practices
- Health and safety regulations
- Proper methods of storing equipment, materials, and supplies
- Requirements of maintaining school buildings in a safe, clean, and orderly condition
- Basic math
- English usage, grammar, punctuation

Skills and Abilities to:

- Use hand and power tools skillfully and safely
- Operate a variety of equipment and machinery such as various saws, planes, welding torches, drill presses, sanders, jack hammers, drills, and forklifts
- Operate a motor vehicle as necessary
- Establish and maintain effective working relationships
- Solve problems effectively, including with equipment
- Understand and follow oral and written directions
- Analyze situations accurately and adopt an effective course of action
- Maintain routine records

RESPONSIBILITY:

Responsibilities include working under general supervision using standardized routines; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)

EDUCATION REQUIRED:

High School diploma or equivalency.

EXPERIENCE REQUIRED:

Two (2) years of experience as a Maintenance Worker; in one or more of the following specialty areas in the fields of: carpentry, plumbing, painting, electrical, HVAC, ventilating systems, alarms, welder, locksmith or as specified. Warehouse experience is preferred.

Six (6) units from an accredited college or university in one of the specialty areas can be substituted for six (6) months of experience up to one (1) year.

LICENSE(S) REQUIRED:

- Valid, current Class C California Driver's License to drive to various work sites and transport equipment

and materials.

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)
 - Pre-employment physical exam C through District's provider at District's expense
 - Enrollment in the Department of Motor Vehicles employer Pull Notice Program and submission of a current DMV driving record printout within six months of employment

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- The job is performed indoors in a warehouse environment under some temperature variations and outdoors, subject to extreme temperatures and hazards such as working with heavy power equipment and tools
- Drives vehicle to conduct work
- Requires extensive walking and standing
- Regular lifting, carrying, pushing, and/or pulling of moderate to heavy objects
- Stooping, kneeling, crouching, and/or crawling and some climbing and balancing
- Significant fine finger dexterity to operate a computer keyboard and manipulate objects and tools
- Hearing and speaking to exchange information
- Visual acuity to operate equipment, see/read documents and computer screen