SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE: Skilled Trades Helper
(Mechanical Equipment Repair)

REPORTS TO: Assigned Supervisor

DEPARTMENT: Maintenance

CLASSIFICATION: Classified

FLSA: Non-Exempt

SALARY GRADE: 036 OSS

REVISED: February 19, 2003

BASIC FUNCTION:

Assist a journey level equipment repair technician in the servicing and repair work on a variety of mechanical equipment and machinery.

REPRESENTATIVE DUTIES: Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

E = Essential Functions

Assist and facilitate the work of equipment repair technicians in the performance of any combination of the following: install, maintain, inspect, diagnose and repair a variety of machinery and shop equipment including drill presses, lathes, jointers, forges, portable gardening equipment such as mowers, edgers, vacuums, blowers, and other gas or electrically operated gardening equipment, hydraulic pumps, and air compressors. E

Service and repair electric motors, magnetic starters, switches, relays, and similar devices; service and repair miscellaneous mechanical equipment located in schools, cafeterias, industrial arts classrooms, libraries, and other district buildings and replace worn parts; inspect, install, and maintain bearings, shafts, pulleys, belts, blowers, and other parts. E

Lubricate a variety of mechanical and/or electrical equipment. E

Assist in maintaining records of lubricating and service activities. E

May drive a truck.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:
Any combination of training, experience, and/or education equivalent to two years of diversified mechanical equipment repair involving a majority of the types of equipment and machinery included above.
LICENSES AND OTHER REQUIREMENTS:
Possession of a valid California driver’s license appropriate to the type of equipment and/or vehicle operated.
Personality and characters suitable for working in schools.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Basic electrical materials, tools, and methods.
Safety methods and practices used in the trade.
Reading and writing English communication skills.

ABILITY TO:
Use materials, tools, and methods in the inspection, repair, replacement, and installation of a wide variety of mechanical and/or electrical equipment.
Read blueprints and schematics.
Establish and maintain effective working relationships with others.
Plan and organize work.
Meet schedules and time lines.
Maintain records.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor and/or outdoor setting.

PHYSICAL REQUIREMENTS:
Strength and energy sufficient to maintain a rigorous work schedule involving driving and/or continuous, heavy physical exertion; hearing and speaking to exchange information; seeing to perform assigned duties; standing for extended periods of time; dexterity of hands and fingers to operate tools and equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally; lifting heavy objects.