

YOLO COUNTY OFFICE OF EDUCATION

CLASS TITLE: MAINTENANCE TECHNICIAN

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform required maintenance and repair duties necessary to maintain assigned facilities; perform a variety of carpentry, electrical, painting, and plumbing repair and maintenance work; perform routine and emergency repairs and adjustments to buildings and facilities.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform required maintenance and repair duties necessary to maintain assigned facilities and buildings by performing a variety of carpentry, electrical, painting, and plumbing repair and maintenance work; perform routine and emergency repairs and adjustments to buildings and facilities.

Install and repair a variety of electrical components including lights, wall outlets, and switches.

Repair and replace plumbing fixtures including faucets, fixtures, washers, and gaskets.

Perform carpentry work including the construction, installation, and repair of cabinets, partitions, bulletin boards, shelving, windows, doors, desks, chairs, and related items; install necessary hardware.

Perform minor repairs and adjustments to equipment and facilities including changing air filters, repairing heating and air conditioning units, and perform minor concrete work including the repair of sidewalks.

Perform required grounds maintenance duties necessary to maintain grounds; water, mow, weed, trim, aerate, and fertilize grounds; plant, water, fertilize, and maintain landscaped areas including bushes, trees, flowers, and shrubs; control weeds; trim and prune bushes, trees, and shrubs.

Spray pesticides; maintain accurate record of the amount of pesticides used; maintain records regarding training levels of staff.

Operate, maintain, and repair the full range of building and grounds maintenance vehicles and equipment including tractors, trenchers, jackhammers, mowers, edgers, blowers, power saws, power sanders, drills, air compressors, paint sprayers, and various hand and power tools; maintain tools and equipment and perform preventive maintenance on equipment.

Coordinate repair, service and maintenance of county vans.

Unlock and lock doors; turn off alarms; turn on lights and outside code pads; issue alarm codes to employees and provide training on alarm use.

Set up and tear down conference rooms for meeting; set up multi-media equipment in conference rooms including flip charts, and other equipment as required; coordinate with inside and outside organizations on set up requirements; provide set ups for outside organizations at remote locations; organize rental of equipment for outside organizations and demonstrate proper operation of equipment.

Move and arrange furniture and equipment; set-up rooms for meetings and special events; ensure security of facilities including locking and unlocking doors.

Assist in maintaining supply inventory and ordering necessary supplies; receive and store materials and supplies; pick up supplies and equipment as necessary;

Inspect buildings, grounds, and equipment to identify maintenance, repair, and replacement needs; report safety, sanitary, and fire hazards.

Perform custodial duties to maintain buildings and facilities in a clean and desirable condition as assigned; sweep, vacuum, mop, wax, strip, and polish floors; vacuum and shampoo carpets; dust and polish furniture, woodwork, fixtures, and equipment; wash windows, mirrors and walls; clean desks and counter tops; empty, clean, and sanitize waste receptacles.

Clean and sanitize restroom facilities and fixtures including mirrors, sinks, urinals, toilets, and partitions; replenish supplies in restrooms including filling soap and towel dispensers.

Clean light fixtures; replace lights, bulbs, and fluorescent tubes as necessary.

Perform work in adherence to safe work practices and procedures and in compliance with applicable standards.

OTHER DUTIES:

Record incoming parcels and common carrier merchandise; distribute packages or freight to proper department and obtain signature of delivery; assist in logging of packages to be shipped out.

Prepare necessary information for fixed asset forms; distribute to appropriate department; attach fixed asset stickers on furniture, equipment and other related items; assemble chairs, book cases, furniture and other County Office inventory according to established procedures and deliver to appropriate department.

Attend and participate in staff meetings and in-services activities.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic grounds maintenance procedures including mowing, edging, raking and weeding.
Methods, equipment and materials used in gardening and grounds keeping work.
Operation and maintenance of hand and power tools and equipment used in groundskeeping.
Cultivating, fertilizing, watering and spraying of flowers, trees and shrubs.
Herbicides and other chemicals used in grounds maintenance.
Methods and materials used in controlling pests, insects and weeds.
Proper operation of heavy grounds equipment.
Operation and use of hand and power tools and equipment.
Basic record keeping techniques.
Methods, equipment and materials used in general maintenance work.
Health and safety procedures.
Proper methods of storing equipment, materials and supplies
Basic theory of electricity.
Basic theory and practice of heating, ventilation, and air conditioning systems.
Operational hazards and standard safety practices necessary in the area of assigned work.

ABILITY TO:

Perform required maintenance and repair duties necessary to maintain assigned facilities.
Perform a variety of carpentry, electrical, painting, and plumbing repair and maintenance work.
Perform routine emergency repairs and adjustments to buildings and facilities.
Maintain facilities in a clean, safe and secure condition.
Use common cleaning equipment and supplies safely and efficiently.
Move and arrange furniture and equipment for meetings and special events.
Observe and report safety hazard and need for maintenance and repair.
Estimate and order custodial supplies and equipment.
Learn to operate and maintain chemical spraying equipment in performance of chemical spraying duties.
Learn the policies, procedures, and codes related to building and grounds maintenance and repair.
Perform a full range of semi-skilled custodial, building maintenance and repair, and grounds maintenance work.
Repair and maintain a variety of mechanical equipment.
Read and interpret sketches, drawings, diagrams, and blueprints.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain a cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge, skills, and abilities listed above:

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

Possession of, or the ability to obtain, an EPA Pesticide Applicator's license is required for designated positions.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.

Driving a vehicle to conduct work.

Noise from equipment operation.

Regular exposure to fumes, dust and odors.

Adverse weather conditions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate maintenance equipment.

Reaching overhead, above the shoulders and horizontally.

Walking or standing for extended periods of time.

Bending, stooping, squatting, kneeling or crouching to conduct custodial and maintenance work.

Hearing and speaking to exchange information.

Seeing to operate appropriate machinery.

Lifting heavy objects of at least 50 pounds.

Heavy physical labor.

HAZARDS:

Chemical fumes.

Electrical power supply and high voltage.

Working in a cramped or restrictive chamber.

Working around moving objects or vehicles.

Working on ladders to change light fixtures and make facility repairs.