

YOLO COUNTY OFFICE OF EDUCATION

Head Start/Early Head Start Programs

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.

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.

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:

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 the policies, procedures, and codes related to building, maintenance, and repair.

Perform a full range of semi-skilled custodial, building maintenance and repair 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 relationship 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.

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.

APPROVED:

Signature, Policy Council Chair

Date of Approval

Signature, Superintendent of Designee

Date of Approval