

YUBA COUNTY OFFICE OF EDUCATION
Classified Job Description

MAINTENANCE TECHNICIAN ASSISTANT/COURIER

DEFINITION

Under supervision of the Maintenance and Operations Supervisor, the Maintenance Technician Assistant / Courier picks up and delivers supplies, equipment, mail and other items to county locations; assist with a variety of minor carpentry, electrical, painting and plumbing repair and maintenance work; assists in cleaning of the county fleet; assists in upkeep and maintenance of grounds; performs related duties as assigned by supervisor.

DIRECTLY RESPONSIBLE TO:

Maintenance and Operations Supervisor

SUPERVISION OVER:

None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Picks up and delivers mail and supplies according to established timelines.
- Assists in the installation and repair of a variety of electrical components including lights, wall outlets and switches.
- Assists in the repair and replacement of plumbing fixtures including faucets, washers, and gaskets.
- Assists with minor carpentry work including the construction, installation and repair of cabinets, partitions, bulletin boards, shelving, windows, doors, desks, chairs, and related items; installs necessary hardware.
- Changes air filters.
- Assists with minor repairs of heating and air conditioning units.
- Operates grounds maintenance vehicles.
- Reports safety, sanitary, and fire hazards.

MINIMUM QUALIFICATIONS:

Education, Training and Experience:

- High school diploma or equivalent is required.
- Any combination of training and experience that demonstrates ability to perform the duties as described.

Knowledge of:

- Buildings, grounds or equipment maintenance.
- Safety rules and regulations.

Skills and Abilities:

- Operate a County vehicle.
- Performs work in adherence to safe work practices and procedures and in compliance with applicable standards.
- Communicate effectively in both oral and written form.

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- Read, understand and follow instructions, schedules and safety label directions.
- Operate a variety of maintenance and grounds keeping equipment in a safe manner.
- Work independently with minimal supervision.
- Work cooperatively and effectively with individuals and groups.

Physical Requirements:

- Bending at the waist, sitting on the floor, kneeling or crouching; climbing or balancing on a ladder and step stool.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others.
- Requires good hand-eye coordination, arm-hand dexterity and visual acuity including depth perception to drive delivery vehicle and read numbers and words.
- Sitting, standing and/or walking for extended periods of time.
- Must lift light to medium weight materials or equipment up to 50 lbs. on a frequent basis, over 50 lbs. on an occasional basis with assistance or a hand truck/cart.

Work Environment:

Employees in this position will be required to work in an office and/or school facility environment with regular interruptions and participate in small and large group meetings. Drives a county vehicle to various locations. This is an itinerant position and employees must be self-sufficient with regards to travel between school sites to provide services.

Licenses and Certificates:

- Valid California Class C Driver's License

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Employee Classification: Classified

Salary Range: D

Approval Date: September 17, 2025