

YUBA COUNTY OFFICE OF EDUCATION  
Classified Job Description

MAINTENANCE TECHNICIAN

DEFINITION:

Under the direction of the Maintenance and Operations Supervisor, the Maintenance Technician is responsible to perform required maintenance and repair duties necessary to maintain 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; and performs other related duties as assigned by supervisor.

DIRECTLY RESPONSIBLE TO:

Maintenance and Operations Supervisor

SUPERVISION OVER:

None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Installs and repairs a variety of electrical components including lights, wall outlets and switches.
- Repairs and replaces plumbing fixtures including faucets, washers, and gaskets.
- Performs carpentry work including the construction, installation and repair of cabinets, partitions, bulletin boards, shelving, windows, doors, desks, chairs, and related items; install necessary hardware.
- Changes air filters, repairs heating and air conditioning units and performs minor concrete work including the repair of sidewalks.
- Operates, maintains, and repairs the full range of building and grounds maintenance vehicles and equipment including tractors, trenches, jackhammers, mowers, edgers, blowers, power saws, power sanders, drills, air compressors, paint sprayers and various hand and power tools; performs preventive maintenance on equipment.
- Inspects buildings, grounds, and equipment to identify maintenance, makes repairs and replacements as needed, reports safety, sanitary, and fire hazards.
- Cleans light fixtures; replaces lights, bulbs, and florescent tubes, as necessary.
- Performs emergency field repairs.
- May assist in preparing for special events.
- Assists with emergency/alarm calls.

MINIMUM QUALIFICATIONS:

Education, Training and Experience

- High school diploma or equivalent is required.
- Specialized training in one or more of the building trades (carpentry, painting, masonry, electric, plumbing, etc.) is required.
- Minimum of two years of experience in the general maintenance of buildings, grounds or equipment is required.

Knowledge of:

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- Buildings, grounds or equipment maintenance.
- The use, maintenance and minor repair of the various tools and equipment used in building maintenance and repair work.
- Safety rules and regulations.

Skills and Abilities:

- Performs work in adherence to safe work practices and procedures and in compliance with applicable standards.
- Operate a County vehicle.
- Perform at a skilled level to complete routine maintenance tasks.
- Work independently and make independent decisions within established guidelines.
- Initiative to independently develop methods and techniques in the interest of effectiveness and efficiency.
- Read, understand, and interpret work schedules and drawings.
- Works collaboratively with assigned supervisor and team members to assure the effective and efficient operation of the county facilities.
- Learn the policies, procedures and codes related to building and grounds maintenance and repair.
- Accurate mathematical calculations.
- Establish and maintain effective working relationships with other staff members, clients and the general public.
- Communicate effectively in both oral and written form.
- Read, understand, and follow instructions.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic backgrounds, and physical and learning disabilities of staff, students, and the community.

Physical Requirements:

- Sitting, standing and/or walking for extended periods of time.
- Bending at the waist, sitting on the floor, kneeling or crouching; climbing or balancing on a ladder and step stool.
- Requires sufficient hand-eye coordination, hand finger dexterity including ability to grasp and visual acuity to operate power equipment and read technical information including depth perception to drive County vehicle.
- Requires the ability to take precautions against a nominal exposure to health and safety risks.
- 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.
- 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.

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Work Environment:

Employees in this position will be required to work indoors and outdoors in an office and/or school facility environment with regular interruptions. Drives a county vehicle to various locations. This employee 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: G

Approval Date: September 17, 2025