

YUBA COUNTY OFFICE OF EDUCATION
Classified Job Description

Range D

MAIL COURIER / MAINTENANCE TECHNICIAN ASSISTANT

DEFINITION

Under supervision picks up and delivers supplies, equipment, mail and other items to county locations; performs a variety of carpentry, electrical, painting and plumbing repair and maintenance work; assists in general maintenance of the county fleet; assists in upkeep and maintenance of grounds; performs related duties as assigned.

DUTIES AND RESPONSIBILITIES (any one position may not include all of the listed duties nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Drives a county vehicle on an established route to various locations; picks up and delivers mail and supplies according to established timelines. 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 minor carpentry work including the construction, installation and repair of cabinets, partitions, bulletin boards, shelving, windows, doors, desks, chairs and related items; install necessary hardware. Change air filters, minor repair of heating and air conditioning units and perform minor concrete work including the repair of sidewalks. Operate, maintain and repair 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; perform preventative maintenance on equipment; report safety, sanitary, and fire hazards. Performs work in adherence to safe work practices and procedures and in compliance with applicable standards.

MINIMUM QUALIFICATIONS

Education and Experience

Sufficient formal and/or informal training to provide the ability to read and write at a level consistent with the requirements of the position. Any combination of training and experience that demonstrates ability to perform the duties as described.

Knowledge

Requires knowledge of buildings, grounds or equipment maintenance, sufficient to perform duties. Requires knowledge of the use, maintenance and minor repair of the various tools and equipment used in building maintenance and repair work. Must know and understand safety rules and regulations.

Skills and Ability

Communicate effectively in both oral and written form; read, understand and follow instructions, schedules and safety label directions; operate a variety of maintenance and grounds keeping equipment in a safe manner; basic mathematical skills to understand ratios for mixing solutions; work independently with minimal supervision; perform the physical requirements of the position; work cooperatively and effectively with individuals and groups.

Physical Ability

Requires the ability to walk, bend, stoop and perform repetitive arm and shoulder motions with moderate exertion. Must lift light to medium weight of 10-50 lbs. on a frequent basis, over 50 lbs. on an occasional basis. Climbs (e.g. ladders), steps, kneels and crouches on a regular basis. Requires good hand-eye coordination, arm-hand dexterity and visual acuity including depth perception to drive delivery vehicle and read numbers and words. Requires leg and foot dexterity to operate vehicle's gas, brake and clutch pedal in a safe and legal manner.

Licenses and Certificates

Valid California driver's license.

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07/13/11