

MAINTENANCE TECHNICIAN

DEFINITION

Under the direction of an assigned supervisor, 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.

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).

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. Change air filters, repair heating and air conditioning units and perform minor concrete work including the repair of sidewalks. Operate, maintain and repair 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; perform preventive maintenance on equipment. Inspect buildings, grounds, and equipment to identify maintenance, repair and replacement needs; report safety, sanitary, and fire hazards. Clean light fixtures; replace lights, bulbs and florescent tubes as necessary. Performs work in adherence to safe work practices and procedures and in compliance with applicable standards. Performs emergency field repairs. May assist in preparing for special events.

MINIMUM QUALIFICATIONS

Education and Experience

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

Knowledge

Requires extensive 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.

Skill and Ability

Must be able to perform all the essential duties of the position under supervision. Must be able to work as a member of a team and maintain harmonious work relationships. Must be able to perform at a skilled level to complete routine maintenance tasks. Requires the ability and initiative to independently develop methods and techniques in the interest of effectiveness and efficiency. Requires the ability to read, understand and interpret work schedules and drawings. Learn the policies, procedures and codes related to building and grounds maintenance and repair. Must be able to make straightforward mathematical calculations. Establish and maintain effective working relationships with other staff members, clients and the general public. Communicate effectively both orally and in writing. Ability to demonstrate character based performance.

Physical Ability

Requires the ability to stand for extended periods of time, walk up to 400 yards and manipulate (Lift, carry, move) light to medium weights of 10-50 pounds on a regular basis, over 50 pounds on an occasional basis. Climbs (e.g. ladders), stoops, kneels and crouches on a regular basis. Requires sufficient hand-eye coordination, hand finger dexterity including ability to grasp and visual acuity to operate power equipment and read technical information.

Licenses and Certificates

Valid California driver's license.

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03/14/07