

MAINTENANCE TECHNICIAN

DEFINITION

Under general supervision, performs a wide range of semi-skilled trades duties involving the maintenance, repair and construction of school facilities, offices and large buildings; performs basic and broad support for carpentry, plumbing, electrical, painting, locksmith, welding, HVAC and other services; operates a variety of hand and power tools in a safe and effective manner; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is the second working level class in the Maintenance Support Series within the Yosemite Community College District (YCCD). Incumbents in this class perform semi-skilled duties in support of carpentry, plumbing, electrical, painting, locksmith, welding, HVAC and other services. Incumbents function as generalists, performing semi-skilled duties that emphasize preventive maintenance and require a basic and general knowledge multiple trade areas, but do not require advanced-level skills in any single area.

This class can be distinguished from the lower-level Maintenance Assistant class because incumbents in that class primarily perform general facility support duties (such as moving furniture and setting up for events) and also perform routine and unskilled maintenance and repair duties. This class can also be distinguished from the higher-level Maintenance Specialist classes because incumbents in those classes perform the full range of skilled duties required in a specialized maintenance trade area such as carpentry, plumbing, electrical, painting, locksmith, welding, or HVAC technology.

SUPERVISION RECEIVED AND EXERCISED

Incumbents in this class work under the general supervision of a manager, working alone on routine or regular work assignments and checking with the supervisor on non-routine assignments or when in doubt as to the correct procedures to follow.

Incumbents do not directly or indirectly lead or supervise other full-time employees.

ESSENTIAL DUTIES

- Performs semi-skilled maintenance, repair and construction tasks pertaining to carpentry, plumbing, electrical, painting, locksmith, welding and HVAC projects.
- Performs semi-skilled duties in the construction and maintenance of roofs, furniture, fences, playground equipment, shelving, whiteboards, bulletin boards and various other structures and fixtures.
- Installs, repairs and maintains gas and water lines.
- Installs and/or replaces door and window glass.
- Makes minor electrical installations and repairs; adjusts and maintains electrical equipment and a variety of devices.
- Assists in the routine repair of heating, ventilation and cooling (HVAC) equipment.
- Replaces carpeting and floor tile.
- Assists in the installation, repair and maintenance of door locks and closures.
- Prepares surfaces, mixes paint and finishes a variety of equipment, furniture, school and physical structures.
- Operates equipment, such as a light truck, tractor and/or other motorized equipment.

- Maintains basic records; monitors supply and equipment inventories and recommends purchases.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The Education/Experience, Knowledge and Ability requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Education and Experience:

- Education: Possession of a High School diploma or GED.
- Experience: Two years performing basic maintenance duties in support of one or more skilled trade area such as carpentry, plumbing, electrical, painting, locksmith, welding, and/or HVAC.

Knowledge of:

- Methods, materials, equipment, techniques and applications of semi-skilled carpentry, plumbing, electrical, painting, locksmith, welding, HVAC and other services.
- Operational characteristics of various hand and power tools.
- Occupational hazards and standard safety practices.
- Pertinent Federal, State and local codes, laws and regulations.

Ability to:

- Perform semi-skilled maintenance and repair work within the area of assignment.
- Repair and maintain pumps, motors and related mechanical equipment.
- Apply appropriate chemicals according to established safety standards and procedures.
- Safely and effectively operate and maintain a variety of hand and power tools and equipment.
- Maintain simple records and prepare reports.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

LICENSES AND CERTIFICATES:

- Depending upon assignment, a valid license to drive in California may be required.

PHYSICAL AND MENTAL STANDARDS:

- **Mobility:** ability to ascend and descend ladders, stairs, scaffolding, and ramps; walk or stand for extended periods.
- **Dexterity:** must have a full range of motion in the upper extremities; manual dexterity to operate equipment and use hand tools, and handle and work with various materials and objects.
- **Lifting:** frequently lift, carry, push, pull, or otherwise move objects up to 50 pounds; occasionally lift objects up to 75 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including some public contact.

TYPICAL WORKING CONDITIONS

- Work typically occurs in both indoor and outdoor environments. Duties may involve exposure to hot, cold, wet, humid, or windy conditions caused by weather; travel from site to site; and exposure to potentially hazardous chemicals, noise, dust and fumes.

Class Adopted: 03/01/09

Class Amended: 7/7/2021