

JOB DESCRIPTION
April 2021

Placer County Office of Education
360 Nevada Street
Auburn, CA 95603

SKILLED MAINTENANCE TECHNICIAN

General Purpose:

A Skilled Maintenance Technician is responsible to the County Superintendent and works under the supervision of the designated manager(s). Under general supervision, the Skilled Maintenance Technician plans and performs a variety of maintenance and operational assignments for PCOE facilities.

Essential Functions and Responsibilities include the following. Other duties may be assigned as required:

- Performs troubleshooting and maintenance activities on plumbing, HVAC and electrical equipment.
- Performs maintenance activities such as carpentry, glazing and painting, and other repairs.
- Sets up facilities for events.
- May move furniture, classroom supplies and equipment to designated locations.
- Assists in restoration and major cleaning of buildings and grounds during school vacations.
- Responsible for the timely and routine completion of the preventive maintenance program.
- Initiates work orders to identify work completed or work needed for the safe repair and maintenance of school buildings, grounds, and equipment.
- Responsible for keeping the Maintenance and Operations Department workspace, tools, materials, and supplies in a neat and good working condition.
- Complies with all hazardous materials storage and handling requirements.
- Responsible for maintenance shop and vehicle inventory, including routine maintenance and scheduling of repairs.
- Assists or performs periodic safety inspections and corrects deficiencies in a timely manner.
- Completes all mandatory safety training sessions as directed by policy and Injury and Illness Prevention Plan.
- Complies with Placer County Office of Education board policies and specific department written operational procedures.
- Maintains a cooperative relationship with those contacted in the course of work; relates positively to special education students.
- Other related duties as assigned.
- Must be available for overtime and emergency response activities.

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Minimum Qualifications:

Employment Eligibility:

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Education:

- High School diploma or equivalent.

Experience:

- Sufficient formal or informal training to provide the ability to perform both the specific and general requirements of this position.
- At least four (4) years of work experience in any combination of construction or building maintenance trades.

Knowledge, Skills, and Abilities:

- Knowledge of operating principles of HVAC equipment.
- Knowledge of Healthy Schools Act for Integrated Pest Management.
- General knowledge of CAL/OSHA and Industrial Safety Standards.
- Ability to read and interpret basic blueprints and building specifications.
- Ability to use telephone and office equipment.
- Ability to diagnose electrical wiring, test circuits, and general knowledge of the National Electrical Code.
- Ability to interpret irrigation layouts and perform scheduling of electronic sprinkler timers.
- Proficient in soldering, brazing and welding activities pertinent to plumbing activities.

Required Testing:

- May be required to pass both a written and oral examination on building maintenance and operations responsibilities.

Certificates & Licenses:

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Work Environment:

- Work is performed in an office or school environment, as well as outdoors and in a shop environment; continuous contact with staff, and representatives of other agencies.
- May come into contact with biological and hazardous waste.

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Physical Requirements:

- The usual and customary methods of performing the job's functions requires the following physical demands: lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling and facility to stand and walk for extended periods.
- Manual dexterity to operate a telephone and enter data into a computer and operate power and motorized equipment.
- Facility to appropriately lift and move objects up to 50 lbs.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance of the job.

FLSA Status: Non-exempt

Employee Group: Classified

Salary Grade: 29.0

Reviewed and Approved:

Supervisor: Peter M. Shawver Date: June 1, 2021

Human Resources: Colleen Slattery Date: June 1, 2021