



**Orange County Department of Education  
Human Resources Department  
Classified Class Specification**

**Class Code: 6050  
Date Adopted: 7/1/2024**

**FLSA Status: Nonexempt  
Union Representation: Represented**

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**Facilities Maintenance Technician**

**GENERAL PURPOSE**

Under general supervision, performs a wide variety of semi-skilled and skilled tasks in the alteration, maintenance, and repair of Orange County Department of Education (OCDE) facilities, school sites, and equipment; interacts with administrators, principals, and staff; schedules work requests and orders required materials and supplies; provides lead work direction to other maintenance staff; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Facilities Maintenance Technicians perform a wide variety of semiskilled and skilled duties in the maintenance and repair of OCDE administrative offices, school sites, and associated equipment. Incumbents interact directly with managers, administrators, and other staff to receive work requests, diagnose damage and/or malfunctions, schedule repairs, and order required supplies, materials, or equipment. Incumbents are responsible for scheduling the regular maintenance and repair of OCDE vehicles. Duties are performed with a significant degree of independence within established rules, policies, and procedures.

Facilities Maintenance Technician is distinguished from Facilities Services Assistant in that employees in the former class perform more difficult work requiring a higher level of skill and a greater degree of independence.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*This position description is intended to describe the general nature and level of work being performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.*

1. Perform a variety of semi-skilled and skilled tasks related to the alteration, maintenance, and repair of OCDE administrative offices, school sites, and associated equipment; receive work requests and inspect damage or malfunctions to determine maintenance and repair requirements; determine work that needs to be performed by outside contractors; and work with managers, administrators, and staff to schedule regular and emergency repairs.
2. Research and order required parts, materials, supplies, and equipment; submit requests for equipment and tool rental; and maintain records of work performed.
3. Install and repair drywall, flooring, and carpeting; hang doors; replace floor and ceiling tile; repair classroom furniture; and makes minor repairs to roofs.

4. Perform routine to moderately difficult plumbing repairs, including installing fixtures and small appliances, repairing leaks, and replacing worn parts in drains, hoses, toilets, and other kitchen and bathroom facilities.
5. Hang and install whiteboards, bulletin boards, and shelves; build and install electrical and telephone cabinets; and assemble office and classroom furniture and equipment.
6. Perform routine and semi-skilled electrical repairs, including the installation of new wiring, replacing outlets and light switches, changing lights, fixing and replacing electric ballast and light fittings, and alarms.
7. Operate a variety of hand and power tools; maintain various tools and equipment; schedule maintenance and repair of OCDE vehicles; and keep vehicle usage and inspection records.
8. Work from sketches, plans, drawings, blueprints, and specifications; and order materials and supplies required for assigned projects.
9. Maintain clean, proper, and safe working conditions.
10. Prepare and maintain a variety of records and reports; assign work orders to other maintenance staff; and follow up to ensure completion in accordance with OCDE standards.

#### **OTHER DUTIES**

1. Operate vehicles to travel to various sites.
2. Coordinate and schedule support required for moves of offices and school sites.
3. Receive, store, and maintain inventory records of donated furniture and surplus items; and assess the value of donated items and their appropriateness for use at designated sites.
4. May perform welding or soldering during plumbing work.

#### **QUALIFICATIONS**

##### **Knowledge of:**

1. Principles, methods, materials, tools, and equipment used in rough and finish carpentry, cabinetry, and wood finishing.
2. Basic principles, methods, materials, tools, and equipment used in the mechanical and electrical trades.
3. Shop mathematics.
4. Basic principles and techniques used in the plumbing trade.
5. Surface preparation as appropriate to different internal and external surfaces.
6. Operation and maintenance of a wide variety of hand, power, and shop tools and equipment common to the electrical, carpentry, plumbing, and related building trades.
7. Safety laws, codes, regulations, work methods, and OCDE policies.

##### **Ability and Skill to:**

1. Operate and maintain specialized hand and power tools and equipment used in the building trades.
2. Measure and calculate angles, lengths, and volumes.
3. Design, lay out, and prepare sketches for facility maintenance and repair jobs.

4. Understand and follow oral and written instructions.
5. Estimate necessary materials and equipment to complete assignments.
6. Exercise sound judgment and initiative and work independently without close supervision.
7. Prepare basic records and reports.
8. Establish and maintain effective working relationships with those encountered in the course of work.
9. Must demonstrate attendance sufficient to complete the duties of the position as required.

**Education, Training, and Experience:**

A typical way of obtaining the knowledge, skills, and abilities outlined above is graduation from high school or high school equivalency test three (3) years of semi-skilled to skilled facilities maintenance, repair, and/or construction experience; or an equivalent combination of training and experience.

**Licenses; Certificates; Special Requirements:**

A valid California Class C driver's license and the ability to maintain insurability under OCDE's vehicle insurance policy.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class.

**Physical Demands**

Employees must be able to perform the essential functions of the position with or without accommodation. Employees in this classification frequently walk, stand, and lift, carry, push, and pull heavy objects. They read written and electronic materials; communicate clearly with those contacted through the course of work (typically in person, on the phone, and via email); and access and operate all required equipment for job duties. The position includes the need to traverse uneven surfaces; and to lift and or move up to 50 pounds and lift up to 100 pounds with assistance.

Must pass a pre-employment physical examination related to job duties or assignments and in accordance with relevant codes and regulations.

**Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; make observations and interpret people and situations; use mathematical reasoning; learn and apply new information or skills; perform detailed work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

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In performing these duties, the employee regularly works in outside weather conditions, near moving mechanical parts, and on slippery and uneven surfaces. The employee is regularly exposed to wet or humid conditions, fumes or airborne particles, toxic or caustic chemicals, heavy vibration, and the risk of electrical shock. The noise level in the work environment is frequently loud.