



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

**Class Code: 6050
Date Adopted: July 1, 2008
Date Revised: May 4, 2016**

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

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 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 also 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 with a greater degree of independence.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Performs a variety of semi-skilled and skilled tasks related to the alteration, maintenance, and repair of OCDE administrative offices, school sites, and associated equipment; receives work requests and inspects damage or malfunctions to determine maintenance and repair requirements; determines work which needs to be performed by outside contractors; works with managers, administrators, and staff to schedule regular and emergency repairs; researches and orders required parts, materials, supplies, and equipment; submits requests for equipment and tool rentals; maintains records of work performed.
2. Installs and repairs drywall, flooring, and carpeting; hangs doors; replaces floor and ceiling tiles; repairs classroom furniture; makes minor repairs to roofs.
3. Performs routine to moderately difficult plumbing repairs, including installing fixtures and small appliances and repairing leaks and replacing worn parts in drains, hoses, toilets, and other kitchen and bathroom facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)

4. Hangs and installs white boards, bulletin boards, and shelves; builds and installs electrical and telephone cabinets; assembles office and classroom furniture and equipment.
5. Performs routine and semi-skilled electrical repairs, including replacing outlets and light switches, and changing lights.
6. Operates a variety of hand and power tools; maintains various tools and equipment used in the course of work in a clean, proper, and safe working condition; schedules the regular maintenance and repair of OCDE vehicles used in the course of work; keeps vehicle usage and inspection records.
7. Works from sketches, plans, drawings, blueprints, and specifications; orders materials and supplies required for assigned projects.
8. Observes and complies with all relevant safety laws, codes, and OCDE policies.
9. Prepares and maintains a variety of records and reports.
10. Assigns work orders to other maintenance staff; follows up to ensure completion in accordance with OCDE standards.

OTHER DUTIES

1. Operates vehicles to travel to various sites.
2. Coordinates and schedules support required for moves of offices and school sites.
3. Receives, stores, and maintains inventory records of donated furniture and surplus items; assesses value of donated items and appropriateness for use at designated sites.
4. Assesses and takes photographs to document damage or vandalism to the interior and exterior of school sites.

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 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. Safe work methods and safety regulations pertaining to the work.

Ability 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 facilities maintenance and repair jobs.

Ability to: (cont.)

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, and three 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit, walk, and stand; talk or hear, both in person and by telephone; to use hands repetitively to finger, handle, feel, or operate objects, tools or controls; and reach with hands and arms to at or above shoulder level; bend, stoop, push, pull, grasp, squat, kneel, twist, crawl, climb, and balance to access materials or equipment, and lift and or move up to 50 pounds and lift up to 100 pounds with assistance from ground, waist, and chest level. Travel over uneven terrain that may include gravel or dirt, carry materials on stairs; some locations may have stairs and will not have elevators.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Must pass a pre-employment physical examination related to job duties/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 and documents; analyze and solve problems; use shop mathematics; observe and interpret situations; learn and apply new skills; deal with changing, intensive deadlines; work with constant interruptions; and interact with managers, site administrators, teachers, students, and others 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 the essential functions.

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 risk of electrical shock. The noise level in the work environment is frequently loud.