

## YUBA COMMUNITY COLLEGE DISTRICT

**CLASS TITLE:** BUILDING MAINTENANCE TECHNICIAN  
**AUTHORIZED POSITION:** CLASSIFIED  
**ASSIGNMENT LOCATION:**

### **BASIC FUNCTION:**

Under the direction of the Director of Maintenance & Operations, perform routine and emergency skilled and semi-skilled maintenance in a variety of trades on assigned buildings, facilities, furnishings and equipment; assist other trades personnel as assigned.

### **REPRESENTATIVE DUTIES:**

Perform scheduled preventive maintenance inspections, scheduled and unscheduled service, and related record-keeping in assigned area of campus including HVAC units, chillers, cooling towers, boilers, fans, pumps, water coolers, water heaters, air compressors, cold cases, ice makers, refrigerators, freezers and other various equipment; respond to calls for emergency repair and service; review problems and determine repair requirements; perform minor or emergency repairs; notify appropriate personnel of major repairs needed; communicate with vendors, contractors and consultants to obtain current and accurate information regarding application, maintenance and repair;. (E)

Inspect, disassemble, repair, maintain and service ventilation, air conditioning and heating systems and other electrical equipment, lighting, and appliances; locate and repair gas leaks. (E)

Maintain pneumatic system and digital control components; install internal and external wiring for equipment and appliances; maintain and repair sprinkler controls, automatic door openers, kilns, automatic book shelves, water coolers. (E)

Monitor temperatures, pressures and differentials and adjust if necessary; perform combustion analyzer test. (E)

Maintain campus domestic water control systems; conduct water analysis and maintain appropriate pH levels for cooling towers; test circuits, equipment and boiler water; diagnose problems and perform repairs. (E)

Repair and maintain central air compressors and air delivery systems and related equipment. (E)

Maintain adequate supply of tools and materials; estimate labor and material costs for minor repairs. (E)

Maintain refrigerators, ice makers, water coolers and freezers; maintain and operate Refrigerant and Recovery and recycle equipment according to established EPA laws, rules and regulations. (E)

Operate various test equipment such as multi-meters, gas leak detectors, circuit tracers, cable locators, infrared thermometers, digital thermometers and capacitance checkers; operate hand and power tools including conduit benders, tubing benders, snakes, jackhammers, drills, saws, pipe cutters and threads, arc and acetylene welding equipment, steam cleaners, power shears, tile cutters, wood sanders, and planes. (E)

Maintain records of key issuance and lockset data, re-pin key cores, maintain key and lock inventory.

Install, repair, adjust, and replace doors and related locks/hardware, lockers, shelving, cabinets, partitions, mirrors, plumbing fixtures, electrical outlets, switches and fixtures, roofing, floor coverings, ceiling tile and a variety of other equipment and appliances; perform general masonry repair and painting as assigned. (M)

Maintain adequate supply of tools, materials and equipment; order and purchase supplies and equipment

according to established guidelines. (M)

Perform related duties as assigned. (M)

**KNOWLEDGE OF:**

- Applicable codes and regulations for minor plumbing, electrical and other repair
- Health and safety regulations
- Materials, tools, methods, equipment, and terminology used in the maintenance and repair of HVAC, electrical systems, boiler systems, and for general building maintenance and repair.
- Proper operation of HVAC equipment; including pneumatic and digital controls
- Record-keeping techniques
- Health and safety regulations
- Oral and written communication skills

**ABILITY TO:**

- Operate a variety of hand and power tools and equipment efficiently and safely
- Test and repair electrical fixtures and equipment and light and power systems
- Maintain and repair HVAC equipment and related controls
- Perform a wide variety of maintenance duties associated with buildings and related fixtures and equipment
- Work from sketches, drawings and blueprints
- Understand and follow oral and written instructions
- Write legibly
- Assist others in tasks related to this position
- Maintain work orders, logs and others documenting work performed
- Work cooperatively with others
- Meet schedules and time lines

**EDUCATION AND EXPERIENCE:** Any combination equivalent to: graduation from high school and five (5) years of journey-level experience in the HVAC or electrician trade.

**LICENSES AND OTHER REQUIREMENTS:**

- Valid California driver's license
- Valid Refrigerant and Recovery certification from the EPA

**ENVIRONMENT:**

- Indoor and outdoor work environment
- Driving a vehicle to conduct work
- Potential exposure to fumes, dust and odors
- Seasonal heat and cold or adverse weather conditions

**PHYSICAL ABILITIES:**

- Dexterity of hands and fingers to operate various maintenance tools and equipment
- Climbing ladders
- Lifting, carrying, pushing, and pulling heavy objects
- Walking
- Reaching overhead, above the shoulders and horizontally
- Heavy physical labor
- Seeing to perform various work assignments
- Bending at the waist
- Kneeling or crouching

February 29, 2012

**HAZARDS:**

Fumes from paints and solvents

Exposure to hazardous materials such as Freon, water treatment chemicals, and associated acids

Exposure to electrical power supply

Working around and with machinery having moving parts

Working at heights