BASIC FUNCTION:
Under the direction of the Director of Facilities, perform and/or assist others in the performance of routine maintenance and repair of VCOE buildings, facilities and equipment; perform duties in a wide variety of the building maintenance trades; prepare and maintain records related to work performed.

REPRESENTATIVE DUTIES:
Perform and/or assist others in the performance of routine, maintenance and repair of VCOE buildings, facilities and equipment in a wide variety of trades including electrical, plumbing, locksmithing, HVAC and painting.  

Assist in troubleshooting and repair of electrical fixtures, equipment, systems and other installations; assist in the installation of new wiring, plugs, lights and circuit breakers; assist in the maintenance and repair of outdoor lighting and security systems.  

May assist others in repair, troubleshooting, adjustment and maintenance on heating and air conditioning equipment; may assist in the installation of new or modify existing duct work as necessary; may replace or assist in replacement of defective timers and thermostats.  

May perform or assist others to install, repair, and maintain locking system; re-key and re-combine locks; repair door locking mechanisms; cut new impression and replacement keys.  

May assist others and/or install floor tiles; patch and paint walls, repair roofs as necessary; select appropriate materials for use in projects.  

May assist others and/or install and repair water lines and plumbing fixtures according to established Uniform Plumbing Codes; install and maintain bathroom fixtures, hot water heaters, and re-circulating pumps; operate and repair pumps, generators and other equipment used in emergency repair of plumbing fixtures and equipment.  

Drive a VCOE vehicle, following legal and defensive driving practices.  

May operate a variety of specialized equipment, hand and power tools such as voltage tester, ohm meter, key machines, electric rotor machines, pipe wrenches, saws, drill press, belt sander, forklift, gauges, vacuum pump, and refrigerant recovery and recycling equipment.  

Repair and maintain equipment in proper working condition.  

Perform and/or assist skilled maintenance workers in daily activities as assigned.  

Perform related duties as assigned.
KNOWLEDGE AND ABILITIES:
KNOWLEDGE OF:
Requirements of maintaining buildings and facilities in good repair.
Applicable building codes, ordinances, fire regulations and safety precautions.
Operation and use of hand and power tools and equipment.
Record-keeping techniques.
Shop math applicable to the building trades.
Health and safety regulations and procedures.

ABILITY TO:
Perform semi-skilled maintenance and repair of building and facilities.
Estimate materials and supply needs.
Operate, adjust and service specialized equipment used in the basic trade.
Operate a vehicle and a wide variety of power equipment and hand tools related to the building trades.
Maintain routine records related to work performed.
Work from sketches and general instructions.
Prioritize and schedule work.
Inspect facilities for maintenance and repair needs and fire, safety and health hazards.
Work independently with general direction.
Read, interpret, and apply rules, regulations, policies and procedures.
Maintain current knowledge of technological advances in the field.
Perform heavy physical labor.
Observe legal and defensive driving practices.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: graduation from high school and one year experience in one or more of the building or maintenance trades.

LICENSES AND OTHER REQUIREMENTS:
Valid California Driver's License.

WORKING CONDITIONS:
ENVIRONMENT:
Is subject to inside and outside environmental conditions; subject to noise from equipment operation, regular exposure to fumes, dust and odors, and driving a vehicle to conduct work.

PHYSICAL ABILITIES:
Heavy physical labor;
Requires vision (which may be corrected) to read small print and perform construction work;
Standing for extended periods of time;
Climbing ladders and working from heights;
Dexterity of hands and fingers to operate a variety of specialized equipment and hand and power tools;
Reaching overhead, above the shoulders and horizontally;
Walking over rough or uneven surfaces;

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Bending at the waist, kneeling or crouching, crawling, and turning/twisting; and
Lifting, pulling, pushing and carrying heavy objects weighing up to 75 pounds.

Should an applicant require reasonable accommodation, the Ventura County Office of Education
will consider that upon request.

HAZARDS:
Dust, odors, dirt, oil/grease, gases, vapors from paints and solvents;
Working in a cramped or restrictive work chamber;
Power saws and flying debris;
Working at heights on ladders or scaffolding; and
Electrical power supply and high voltage.