



**POST OFFER /PRE-PLACEMENT PROGRAM**  
**JOB ANALYSIS**

<b>Job Title:</b>	<b>Maintenance Technician</b>	<b>Department:</b>	Maintenance
<b>District:</b>	Sonoma County Schools		
<b>Shift:</b>	Days	<b>Hours Per Shift:</b>	8 hours
<b>Overtime:</b>	Occasionally	<b>Hours Per Week</b>	40 hours

**General Job Summary**

Performs skilled carpentry, electrical, painting, and plumbing work. Performs repairs and new construction of district equipment and structures. Performs any related work as required.

**Organizational Relationships**

<b>Supervision Given:</b>	Employee does not provide any direct, formal supervision
<b>Supervision Received:</b>	Employee receives direct supervision from Maintenance Supervisor and Oversight from Lead Maintenance Technician

**Essential Job Functions**

The job analysis will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal (non-essential) job functions are subject to modification. Nothing in this job analysis restricts management's right to assign or reassign duties and responsibilities for this job.

<b>Frequency</b>	<b>Function</b>
Daily	Alters, repairs, and constructs a variety of structures including; additions, woodwork, partitions, counters, doors, window frames, sheds, fences, etc.
Daily	Lays and repairs floors as needed including hardwood, cork, asphalt tile, and other materials as needed.
Daily	Lays and repairs roof materials as needed.
Daily	Operates a variety of power tools and equipment including; sanders, planers, saws, drills, and hand tools to perform required maintenance.
Daily	Keeps records of maintenance performed.
Daily	Installs, maintains, and repairs motors, bells, clocks, lighting circuits, electrical control equipment, transformers, conduit and duct systems and any other type of electrical equipment as needed.
Daily	Checks circuits and assists in repair of refrigerating, heating, and ventilating equipment.
Daily	Uses roller, brush, or spray gun to apply; paint, varnish, shellac, enamel, lacquer, or other finishes as assigned.
Daily	Sand blasts, scrapes, sands, and fills surfaces in preparation for painting and maintenance.
Daily	Repairs, maintains, and installs blinds, drapes, and rods as needed.
Daily	Installs and maintains water piping as needed.
Daily	Repairs and replaces pipes, valves, fittings, and other fixtures as assigned.
Daily	Cleans out drains and obstructions in water and sewer systems.
Daily	Repairs, installs, and maintains fencing.
Daily	Performs a variety of other maintenance as assigned.

## Non-Essential Functions

None

## Job Qualifications

<b>Education:</b>	High school equivalent
<b>Experience:</b>	NA
<b>License/Certification</b>	CA driver's license, must pass background check

## Knowledge

- **Clerical** — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, transcription, designing forms, and other office procedures and terminology.
- **Customer and Personal Service** — Knowledge of principles and processes for providing (internal or external) customer services including customer needs assessment, meeting quality standards for service, and evaluation of customer satisfaction.
- **Design** — Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.
- **Engineering and Technology** — Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.
- **Mathematics** — Knowledge of arithmetic, statistics, and their applications.
- **Mechanical** — Knowledge of machines and tools, including their designs, uses, repair, and maintenance.

## Skills

- **Active Learning** — Understanding the implications of new information for both current and future problem-solving and decision-making.
- **Active Listening** — Giving appropriate attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Attention to Detail** — Maintaining appropriate attention to detail based on the complexity of work performed.
- **Communication and Comprehension** — Conveying written and/or non-written information effectively; comprehending and understanding documentation and verbal or visual communications.
- **Complex Problem Solving** — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- **Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Equipment Maintenance** — Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
- **Equipment Selection** — Determining the kind of tools and equipment needed to do a job.
- **Installation** — Installing equipment, machines, wiring, or programs to meet specifications.
- **Mathematics** — Using mathematics to solve problems.
- **Operation, Monitoring and Control** — Watching gauges, dials, or other indicators to make sure a machine is working properly; controlling operations of equipment or systems.
- **Repairing** — Repairing machines or systems using the needed tools.
- **Time Management** — Managing one's own time and the time of others.

## Abilities

- **Category Flexibility** — The ability to generate or use different sets of rules for combining or grouping things in different ways.
- **Deductive Reasoning** — The ability to apply general rules to specific problems to produce answers that make sense.
- **Time Sharing** — The ability to shift back and forth between two or more activities or sources of information.

## Physical Demands

Never (N)	Not Required
Rare (R)	Less than 10% of the shift
Occasional (O)	Up to 33% of the shift
Frequent (F)	Up to 66% of the shift
Constant (C)	Over 66% of the shift

## Lifting

Weight Range	Frequency					Examples of Items Lifted	Height Lifted	Item Weighed	
	N	R	O	F	C			Y	N
0 – 10 lbs				X		Hand tools, loose supplies/materials, phone, keys, power tools	1-6'	Y	
11 – 25 lbs			X			Power tools, materials, lumber, piping, various materials	1-6'	Y	
26 – 50 lbs			X			Power tools, materials, lumber, piping, various materials	1-6'	Y	
51 – 75 lbs			X			Buckets of paint/sand, lumber, materials, power tools	1-5'	Y	
76 – 100 lbs		X				With assistance			
Over 100 lbs		X				With assistance			
Heaviest Item Lifted			X			Various lumber/materials with assistance	1-5'	Y	

Notes regarding items weighed (if any): None

## Carrying

Weight Range	Frequency					Examples of Items Carried	Distance Carried	Item Weighed	
	N	R	O	F	C			Y	N
0 – 10 lbs				X		Hand tools, loose supplies/materials, phone, keys, power tools	1-100'	Y	
11 – 25 lbs			X			Power tools, materials, lumber, piping, various materials	1-100'	Y	
26 – 50 lbs			X			Power tools, materials, lumber, piping, various materials	1-50'	Y	
51 – 75 lbs			X			Buckets of paint/sand, lumber, materials, power tools	1-50'	Y	
76 – 100 lbs		X				With assistance			
Over 100 lbs		X				With assistance			
Heaviest Item Carried			X			Various lumber/materials with assistance	1-50'	Y	

Notes regarding items weighed (if any): None

Category	Frequency					Surface(s)	Activity
	N	R	O	F	C		
Sitting		X				Vehicle seat, floor ground	Operating vehicle, working near floor/ground
Walking				X		Carpet, linoleum/tile, concrete, outdoor terrain, asphalt	Transporting materials, gathering tools/supplies, performing maintenance/repairs
Standing			X			Carpet, linoleum/tile, concrete, outdoor terrain, asphalt	Accessing materials/supplies/tools, operating hand and power tools, performing maintenance

Category	Frequency					Activity
	N	R	O	F	C	
Bending (Neck)				X		Observing work/documents, inspections, operating hand/power tools
Bending (Waist)				X		Reaching low drawers/shelves, working near floor/ground
Twisting (Neck)					X	Observing surroundings, operating vehicles/equipment
Twisting (Waist)					X	Accessing supplies/materials, performing maintenance
Squatting			X			As alternative to bending
Climbing			X			Stepstool, ladder
Kneeling			X			Obtaining dropped items, working near floor/ground
Crawling		X				Obtaining dropped items, working near floor/ground
Pushing/Pulling (Dominant hand)				X		Drawers/doors, cart, using hand/power tools, installing materials
Pushing Pulling (Non-Dominant hand)				X		Drawers/doors, cart, using hand/power tools, installing materials
Reaching – Above Shoulder Level			X			Accessing items on upper shelves
Reaching – Below Shoulder Level					X	Operating vehicle, performing maintenance/installations
Balancing				X		Ladder
Coordination (Eye, Hand, Foot)			X			Operating vehicles

Category	Frequency					Activity
	N	R	O	F	C	
Repetitive Use of Hands				X		Operating hand/power tools, performing repairs/maintenance
Simple Grasping (Dominant Hand)				X		Transporting materials/supplies
Simple Grasping (Non-Dominant Hand)				X		Transporting materials/supplies
Power Grasping (Dominant Hand)				X		Transporting heavier materials/supplies, operating power tools, performing repairs/maintenance
Power Grasping (Non-Dominant Hand)				X		Transporting heavier materials/supplies, operating power tools, performing repairs/maintenance
Fine Manipulation (Dominant Hand)				X		Operating hand tools, operating equipment, performing installations
Fine Manipulation (Non-Dominant Hand)				X		Operating hand tools, operating equipment, performing installations

### Environmental Demands

Factor	Y	N	If yes, describe
Driving cars, trucks, forklifts and other equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Company vehicle, tractor, lifts
Working around equipment and machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Power tools, tractor, lifts
Walking on uneven ground	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ramps, outdoor locations
Exposure to excessive noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Power tools, machinery/equipment
Exposure to extremes in temperature, humidity, wetness	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Outdoor conditions, refrigeration, freezer
Exposure to dust, gas, fumes, or chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dust, primer, solvents
Working at heights	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ladder, scaffold, roof tops
Operation of foot controls or repetitive foot movement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Driving
Use of special visual or auditory protective equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Gloves, safety glasses
Working with bio-hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Waste products

### Sensory Demands

Factor	Y	N	If yes, describe
Seeing close (inspecting)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Operating hand/power tools, observing work
Seeing far (observing)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Monitoring work area, operating vehicles
Seeing to sides (peripheral vision)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Monitoring work area, operating vehicles
Seeing colors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Electrical wiring
Speaking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Communicating with co-workers
Hearing Speech	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Communicating with co-workers
Hearing mechanical sounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Operating power tools
Sensing odors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Inspections
Sensing touch	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Inspections

### Machinery/Equipment/Work Aids

Machinery	Lifts, tractor, vehicle, Golf Carts
Equipment	Phone, computer, scaffolds
Tools	Screwdriver, hammer, saw, wrench, pliers, drills, compressor, variety of other hand/power tools as needed
Other Work Aids	TBD by district

MENTAL/COGNITIVE DEMANDS	Required Yes/No	
	Y	N
Relate to other people	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Perform daily activities (ex. ability to attend meetings, socialize with others, attend to personal needs, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Maintain personal habits	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Multitask relative to job duties	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Understand, carry out, and remember instructions	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Respond appropriately to supervision	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Perform work requiring regular contact with others	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Perform work where contact with others will be minimal	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Perform tasks requiring minimal intellectual effort	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Perform intellectually complex tasks requiring higher levels of reasoning, math and language skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Perform repetitive tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Perform varied tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Make independent judgment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Supervise or manage others	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Perform under stress (emergency, critical, dangerous situations); speed/sustained attention are make-or-break aspects of the job	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to work relative to the job description	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**NOTE:**

This Employer is an equal opportunity employer. In compliance with the Federal and State disability laws, this employer has a responsibility to consider reasonable accommodations for individuals with disabilities.