YUBA COUNTY OFFICE OF EDUCATION

Classified Job Description

YOUTHBUILD, MAINTENANCE AND OPERATIONS HELPER

DEFINITION

Under close supervision to assist in repair and maintenance of county school buildings and
grounds; maintain tools inventory and disbursement for tools to Youthbuild students; may assist in
the instruction of alternative education/Youthbuild students including management of student
behavior; instructional assistance; classroom organization and interaction with students; monitor,
assign and maintain county vehicles; to do related work as required.

DUTIES AND RESPONSIBILITIES (any one position may not include all of the listed duties
nor do all of the listed examples include all tasks which may be found in positions within this
classification).

Assist with scheduling of jobs, assignment of duties, purchase and maintenance of janitorial
supplies and equipment, training and supervision of students in performance of custodial,
maintenance and landscaping tasks, and assuring the safety and quality of work performed.
Maintain inventory and disbursement of all tools and equipment for maintenance, operations and
Youthbuild program. Maintenance, licensing, scheduling and disbursement of all county office
vehicles. Helps to maintain and schedule all summer work programs and projects. Performs a
variety of work involving plumbing, carpentry, electric wiring, mechanics and glazing. Assists
in preparing for special events, reports sanitary and safety hazards to proper authorities. Carries
out behavior management techniques according to discipline plans; monitors daily behaviors to
maintain classroom order; redirects negative behaviors and reinforces appropriate behaviors;
implements consequences for inappropriate behavior; other related work as assigned.

MINIMUM QUALIFICATIONS

Education and Experience
Sufficient formal and/or informal training as demonstrated by arithmetic, reading and writing
skills sufficient to understand safety instructions, read and document work orders, read plans and
drawings and make measurements. Minimum of two years of experience in the general
maintenance of buildings, grounds or equipment required.

Knowledge
Requires a basic or entry level knowledge of buildings, grounds or equipment maintenance,
sufficient to perform routine and repair tasks. Requires knowledge of the use, maintenance and
minor repair of the various tools and equipment used in building maintenance and repair work.
Must know and understand safety rules and regulations.
Skill and Ability
Must be able to perform all the essential duties of the position under supervision. Must be able to work as a member of a team and maintain harmonious work relationships. Must be able to perform at a skilled level to complete routine maintenance tasks. Requires the ability to read, understand and interpret work schedules and drawings. Requires the ability to understand written and oral instructions. Must be able to make straightforward mathematical calculations.

Physical Ability
Requires the ability to stand for extended periods of time, walk up to 400 yards and manipulate (Lift, carry, move) light to medium weights of 10-50 pounds on a regular basis, over 50 pounds on an occasional basis. Climbs (e.g. ladders), stoops, kneels and crouches on a regular basis. Requires sufficient hand-eye coordination, hand finger dexterity including ability to grasp and visual acuity to operate power equipment and read technical information.

Licenses and Certificates
Valid California driver’s license.

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