

MARIN COUNTY OFFICE OF EDUCATION CLASSIFIED POSITION DESCRIPTION

MAINTENANCE CUSTODIAN

DEFINITION:

Works under general supervision performing a wide variety of routine duties in several areas of the building trades to assist in the maintenance of Marin County Office of Education facilities, buildings and equipment.

ESSENTIAL 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 class. Job descriptions are written as a representative list of the ADA essential duties performed by the entire job classification. Typical tasks include:

- Performs routine repair, modification, and preventive maintenance tasks on facilities and buildings;
- Performs carpentry, repair work and painting, as assigned;
- Assists in fabrication, assembly, moving or repairing furniture or equipment involving basic carpentry;
- Assists in repair or replacement of basic plumbing fixtures such as toilets, faucets, and water lines utilizing basic plumbing skills;
- Assists in making minor electrical repairs to power equipment, cords, outlets, or switches;
- Performs routine preventive equipment maintenance operations such as lubricating, cleaning, and filter changes;
- Assists in replacing or patching concrete surfaces;
- Reports safety, sanitary, and fire hazards, as observed;
- Maintains electronic work order log, identifying and/or ordering needed replacement parts;
- Moves furniture and materials as required;
- May perform Custodian/Groundskeeper duties, as required;
- Performs other duties, as assigned, requiring essentially the same effort, skill, and responsibilities when work requirements are changed or modified.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

TRAINING, EDUCATION, AND EXPERIENCE

Requires demonstrated competence gained through job training or in work related to job training, up to and including one year.

Must possess a valid California Driver License.

KNOWLEDGE OF:

- Building and construction trades maintenance;
- Proper groundskeeping methods, procedures and tools;
- Modern cleaning methods, materials, tools and equipment;
- Safety principles of working in a variety of conditions;
- Principles of cooperation with other workers;
- Least toxic practices in the management of pests and weeds.

ABILITY TO:

- Meet physical requirement of position, and safely operate a variety of hand tools, power tools and equipment used for custodial, grounds and building maintenance purposes;
- Utilize technology (email, texting) for efficient off-site communication; navigate, retrieve, report, and record information in electronic work order and timesheet systems;
- Interact with students and adults in a cooperative and positive manner;
- Understand and carry out written and verbal directions and maintain necessary records for assigned duties;
- Be flexible and receptive to change;
- Maintain and improve professional skills and knowledge;
- Safely operate assigned vehicles, including possessing a valid CA Driver License.

SKILLS IN:**Language Skills:**

- Ability to read and comprehend instructions, memos, notes, labels, signs;
- Written skills sufficient to complete required reports and other documentation;
- Oral skills to communicate effectively with Marin County Office of Education personnel, administrative staff, students, and the general public, demonstrating tact, diplomacy and sensitivity to individual concerns.

Mathematical Skills:

- Computational skills involving addition, subtraction, multiplication and division using whole numbers, fractions, and decimals.

Reasoning Ability:

- To apply clearly prescribed standard practices and procedures, making minor decisions requiring some judgment.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- Regularly required to talk and hear;
- Uses hands to finger, handle, grip, or feel;
- Continuous use of arms raised in an unsupported position lifting or holding materials;
- Frequently required to bend over, grasp, reach overhead, kneel, crouch, stoop, twist, climb, or sit;
- Physical stamina to continuously stand and walk throughout the work day with intermittent periods of strenuous physical activity;
- Frequently lifts over 25 pounds and, occasionally, up to 60 pounds inclusive, or the equivalent pushing or pulling;
- Balance necessary for safety while using a ladder, or working at heights;
- Vision abilities required include close vision, color vision, and ability to adjust focus at a level sufficient for the performance of assigned duties.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions: While performing the duties of this job, the employee:

- Regularly works in indoor or outdoor environmental conditions;
- Occasionally works at a computer for short periods;
- Occasional exposure to plant or animal materials which may cause skin irritation or allergic reaction;
- Frequently works with exposure to several factors which may include noise, dust, dirt, stains, fumes, biological waste, heat, or cold.

031219 -- Labor Grade 8, salary Range 38 -- MAINTENANCE CUSTODIAN