

MARIN COUNTY OFFICE OF EDUCATION CLASSIFIED POSITION DESCRIPTION

MAINTENANCE WORKER

DEFINITION:

Works under direction to perform a wide variety of semi-skilled maintenance and repair tasks to insure facilities, buildings, and equipment are maintained in a functional manner. Designs and fabricates special equipment requested for classroom use.

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:

- Builds, installs, and/or rearranges shelves, partitions, bookcases;
- Hangs doors and performs other minor repairs to chairs, desks, windows, and lockers involving carpentry work that may require the ability to read blueprints, sketches, and drawings;
- Designs and builds special equipment to meet classroom requirements for motor ability exercises, etc.;
- Performs general plumbing repair to maintain and/or replace toilets, faucets, drinking fountains, sprinkler systems, and water lines by setting and replacing floats and flush controls; changing washers and valves, flushing lines, and replacing pipe, parts or fixtures;
- Makes minor electrical repairs to power equipment, replacing fuses, circuit breakers, fixtures, socket drop cords, outlets, switches and wiring. Overhauls timers and electrical/mechanical controls;
- Repairs and maintains heating and ventilating systems; cleans and replaces filters, locates problems, checking for leaks, replaces thermocouples, valves, thermostats, and fan motor belts, as required;
- Performs minor arc and/or gas welding to repair playground equipment and equipment used to develop motor control, such as wagons, tricycles, bicycles, scooters, kiddie cars, etc.;
- Performs preventative maintenance by oiling, greasing, packing, and cleaning various facilities equipment;
- Sets up and maintains a preventative maintenance schedule, recording work performed;
- Checks machinery, buildings, and equipment to locate conditions requiring repair. Inspects boilers and furnaces, adjusting controls, valves and switches. Completes annual facility inspections, as assigned;
- Reports safety, sanitary, and fire hazards;
- Installs glass;
- Maintains and repairs a variety of locks; cuts and duplicates keys;
- Locates leaks and makes minor roof repairs;
- Prepares surfaces for painting and applies finishes using brush, rollers, or spray, as required;

- Makes repairs to wooden/cyclone fences, resetting posts and gates, replacing and/or mending broken slats or damaged areas, as required;
- Replaces and/or patches concrete surface damage to walks, driveways, parking lots, curbs, playground, etc., as required. Work may require the construction and treatment of concrete forms;
- Maintains electronic work order logs, ordering needed replacement parts. Makes estimate of material needs and job costs. Maintains maintenance records of requests, approvals; estimates actual cost and time expended to effect work order;
- 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

Education: Requires high school education or recognized equivalent plus specialized trade school or apprenticeship training. Must possess the basic principles of the electrical, plumbing and carpentry trades, and have the appropriate, valid California Driver License.

Experience: Requires experience gained through job training or on related work to job training; the total normally is in excess of three years.

KNOWLEDGE OF:

- Basic principles of carpentry, plumbing, electrical, machine maintenance, groundskeeping, and custodial trades;
- Methods and practices of building security;
- Safe work practices and procedures, including the use, storage, and care of cleaning materials, and disinfectants;
- Identification and segregation of designated materials (i.e. batteries, light bulbs, paint) for proper HAZMAT disposal;
- Least toxic practices in the management of pests and weeds;
- Furniture installation specifications for earthquake safety;
- Proper lifting techniques.

ABILITY TO:

- 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;
- Operate portable power tools, hand tools, and maintenance equipment;
- 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 deal with a wide range of procedures and the analysis of facts to determine what action should be taken within the limits of standard practice.

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 11, Salary Range 44, MAINTENANCE WORKER