

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: Lead Maintenance Worker

DEFINITION

Under direction performs a variety of work in the general maintenance and repair of buildings, facilities, and equipment. Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Lead Maintenance Worker differs from the Maintenance Worker position in the level of responsibility. This is a working lead level. The incumbent may provide direction, establish priorities, assign tasks, coordinate work projects and/or monitor the work of other personnel.

DIRECTLY RESPONSIBLE TO

Coordinator, Support Operations

SUPERVISION OVER

None; however, may give directions and monitor work of other staff.

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.)

General Maintenance, Repair of Buildings, Facilities, Equipment and Grounds

Insures that buildings and equipment are maintained in a safe, clean and orderly condition in accordance with health and fire regulations; maintains maintenance inventory records and files; prepares reports; monitors maintenance schedules to assure tasks are performed in a timely manner; repairs and treats structures such as floors, showers, sinks, walls, roofs, stairways, and carpets; troubleshoots, repairs and adjusts locks on doors, cabinets, desks, closets; repairs door hinges; cleans plugged key slots; maintains hand and power tools in working condition; maintains and services kitchen and emergency equipment; installs fire extinguishers and maintains a service schedule; monitors site deliveries; contacts appropriate outside agencies to schedule inspections, obtain required permits, and arranges for disposal of hazardous waste and chemicals; moves or arranges for moving of furniture and equipment to requested site; performs lead functions as assigned by management.

- a. Carpentry: Performs rough and finished carpentry work in the repair of structures such as partitions, walls, doors, fences, window frames, office furniture and shelves.
- b. Glazier: Removes broken glass from window(s) and secures building for safety purposes by boarding up the window openings; replaces window and door hardware; replaces glass for windows, doors, and light fixtures.
- c. Electrical: Performs electrical repair work in wiring for switches, outlets, plugs, cables, power circuits and appliances; repairs lighting systems; inspects electrical systems for unsafe conditions; maintains and regularly tests working condition of safety equipment including fire alarm, emergency lighting, and intercom systems.
- d. Plumbing/Painting: Identifies plumbing problems; repairs and maintains plumbing leaks or breaks above and below ground; repairs and maintains appropriate functioning systems including sewer/supply lines and drains and fire sprinkler and suppression systems; replaces washers and other minor parts; maintains all underground water lines; maintains drinking fountains; repairs, replaces and maintains hot water heaters; applies and prepares various surfaces for paint, enamel, lacquer, varnish or stain; repairs wall coverings.
- e. Grounds Maintenance: Maintains grounds in clean and orderly manner including mowing, trimming, aerating and fertilizing lawns; sets sprinklers; replaces broken sprinkler heads; adjusts automatic time clocks and system pressure if necessary; cuts trees, weeds, trims branches that create hazardous situations; maintains fire lanes around buildings and property; cleans debris from pathways, parking lots, and roof gutters; maintains mowers and other related grounds equipment.

- f. Masonry: Repairs concrete sidewalks and slabs as needed for safety purposes.
- g. Safety/Security/Sanitation: Responds to, reports, and removes any safety hazards; reports and repairs damage to school site property; reports unauthorized visitors; secures gates, doors, windows, and grounds; sets alarm system and responds to after hours alarm calls; responds to emergency cleanups such as spills and clogged drains; provides general oversight of daily cleaning activities.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Any combination of education, training, and experience which demonstrates ability to perform the duties and responsibilities as described, including progressively responsible experience in building maintenance and repair and/or building trades.

Knowledge of:

Methods used in maintenance and building repair including basic knowledge of uniform code books, electrical wiring, plumbing, carpentry, glass replacement, painting, and grounds maintenance including sprinkler systems; basic math; safety practices and procedures relating to the building trades.

Skill and Ability to:

Use a variety of hand tools and equipment; communicate effectively in both oral and written form; receive and give instructions, and prepare work orders and reports; measure distance and calculate quantities; read blueprints; review and identify projects needed to be serviced by outside contractors; maintain files and inventory records of supplies; set priorities; coordinate several projects simultaneously; plan and coordinate work schedules; assist in training, planning and directing the work of other employees; provide technical support as the working lead; develop and maintain effective working relationships with other staff, students, and community.

Other Characteristics

Possession of a valid California driver's license; willingness to work outside (if necessary) in inclement weather.

Revised 12/12/06

Revised 3/27/01

Revised 3/20/95

Revised and approved by Personnel Commission on 3/17/88

Approved by County Board on 2/3/88

Previous job title Maintenance Buildings/Grounds Specialist

Revised and approved by Personnel Commission on 4/17/86