

SACRAMENTO COUNTY OFFICE OF EDUCATION

**CLASSIFICATION TITLE: Lead Maintenance Worker – Sly Park**

**DEFINITION**

Under direction performs a variety of duties in the general maintenance and repair of buildings, facilities, and equipment at the Sly Park Environmental Education Center. Performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

The Lead Maintenance Worker, Sly Park, 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**

Principal, Sly Park

**SUPERVISION OVER**

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

**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 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; maintains heating, ventilation, and air conditioning (HVAC) systems in working order and performs minor repair and preventive maintenance; receives and responds to alarm system calls; checks propane tanks and monitors propane 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 construction, repair and remodeling of structures such as partitions, walls, doors, fences, window frames, steps and walkways.
- b. **Glazier**: Removes broken glass, putty or plastic; replaces window and door hardware; replaces glass for windows, doors, and light fixtures.
- c. **Electrical**: Performs electrical installation and repair work in wiring for switches, outlets, plugs, cables, power circuits and appliances; repairs lighting systems; inspects electrical systems for unsafe conditions; regularly tests and verifies working condition of safety equipment including fire alarm, emergency lighting, and intercom systems.
- d. **Plumbing/Painting**: Identifies plumbing problems; repairs 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 and monitors septic system and all underground water lines; installs and services drinking fountains; repairs, replaces and services hot water heaters; prepares various surfaces and applies 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, and cleans debris from pathways and roof gutters; establishes a fire break around buildings and property; grades snow from streets and parking lots; maintains motor grader and other related grounds equipment; blows/shovels snow from walkways, porches and ramps as needed; repairs and maintains supplies for septic tank system.

- f. Masonry: Lays forms, mixes, pours, and finishes concrete for buildings, sidewalks and slabs.

### **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 and power tools, and operate heavy equipment including motor grader, dump truck, back hoe, tractor, and lift truck; communicate effectively in both oral and written form; receive and give instructions, and prepare work orders and reports; measure distance and calculate quantities using rulers, tape measures or levels; read blueprints; review and identify projects needing service 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 members.

#### Other Characteristics

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

Revision approved by the Personnel Commission 9/19/06  
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Revised and approved by Personnel Commission on 4/17/86