

SACRAMENTO COUNTY OFFICE OF EDUCATION

**CLASSIFICATION TITLE: Maintenance Worker**

**DEFINITION**

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

**DIRECTLY RESPONSIBLE TO**

Coordinator, Support Operations

**SUPERVISION OVER**

None

**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 and Repair of Buildings, Facilities, Equipment, and Grounds

Performs a variety of work in the maintenance and repair of buildings and grounds at various facilities/sites including carpentry, electrical, plumbing, glazier, masonry, and painting tasks; repairs and treats structures such as floors, showers, sinks, walls, roofs, and carpets; performs minor troubleshooting, repairs, and adjustments of locks on doors, cabinets, desks, closets; repairs door hinges; cleans plugged key slots; changes filters on heating, ventilating and air conditioning units; services appliances, kitchen, and emergency equipment; hooks up appliances; reports mechanical malfunctions to appropriate party for action; moves and assists in moving furniture and equipment at various facilities/sites; sets up and breaks down cubicle partitions; exercises discretion in identifying projects requiring the services of a higher skilled crafts person; assists in obtaining quotes and arranging for services of outside vendors as needed; annotates and updates work logs for specific site requirements; activates and deactivates building alarms and responds to alarm calls during and after regular work hours; maintains clean, safe, and orderly work sites.

- a. Carpentry: Performs basic rough and finished carpentry work in construction and repair of structures such as partitions, walls, doors, fences, window frames, office furniture, roofs, and shelves.
- b. Glazier: Removes broken glass, putty or plastic; replaces windows and door hardware; replaces or arranges for replacement of glass for windows, doors, and light fixtures.
- c. Electrical: Performs basic 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.
- d. Plumbing/Painting: Identifies and performs basic repairs of plumbing leaks or breaks; opens clogged lines and drains; replaces washers and other minor parts; maintains and monitors septic system; 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, weeding, aerating and fertilizing lawns; replaces plants as needed; sets sprinklers; replaces broken sprinkler heads; adjusts automatic time clocks and system pressure if necessary; maintains grounds maintenance equipment; trims tree branches that create hazardous situations; installs and maintains drinking fountains; repairs/replaces hot water heaters.
- 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 related work experience in one or more of the building trades.

### **Knowledge of:**

Methods used in maintenance including basic knowledge of the following trades: carpentry, plumbing, glass replacement, painting, masonry, groundskeeping, appliance repair, and electrical wiring; standard practices and tools used in the maintenance and repair of building facilities; safety practices and procedures related to the building trades; basic math to add, subtract, multiply, and divide.

**Skill and Ability to:** Effectively use a variety of hand and power tools; operate a forklift; read blueprints; review and identify projects needed to be serviced by outside contractors; follow oral and/or written instructions; communicate effectively in both oral and written form; maintain work logs; establish and maintain cooperative and effective working relationships with those contacted in the course of work assignments.

### **Other Characteristics**

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

Revision approved by Personnel Commission 9/13/05

Revision approved by Personnel Commission 3/8/00

Revision approved by Personnel Commission 3/20/95

Approved by County Board on 2/3/88

Approved by Personnel Commission on 1/26/88