

Sacramento County Office of Education Job Description

Classification Title: Lead Maintenance Worker

DEFINITION

Under general supervision, performs a variety of work in the general maintenance and repair of Sacramento County Office of Education (SCOE) buildings, facilities, equipment, and grounds; 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 the work of other personnel.

DIRECTLY RESPONSIBLE TO

Appropriate Administrator

SUPERVISION OVER

None; however, may provide direction and assign tasks to various staff.

DUTIES AND RESPONSIBILITIES

(This position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in this classification.)

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

Ensures that buildings and equipment are maintained in a safe, clean, and orderly condition in accordance with health and fire regulations; creates and maintains electronic maintenance inventory records and files; prepares reports; monitors and prioritizes maintenance schedules to ensure tasks are performed in a timely manner; repairs and treats structures and fixtures such as floors, showers, sinks, walls, roofs, stairways, and carpets; cleans debris from roof gutters as necessary; troubleshoots, repairs, and adjusts locks on doors, cabinets, desks, and closets; repairs door hinges; cleans plugged key slots; inspects various ventilation units; maintains hand and power tools in working condition; installs and maintains kitchen equipment; installs fire extinguishers and maintains a service schedule; assists in training other staff in various maintenance tasks; monitors site deliveries; as directed, schedules service and inspections, obtains required permits, and arranges for disposal of hazardous waste and chemicals with appropriate outside agencies; performs facilities inspections and prepares reports in accordance with relevant laws, rules, and regulations; moves or arranges for moving of furniture and equipment; sets up and breaks down cubicle partitions, privacy curtains, and other various classroom and workspace equipment or furniture; installs various signage; sets up for various events; opens and closes school campuses and other site buildings; activates and deactivates building alarms; performs lead functions as assigned by appropriate administrator.

- a. Carpentry: Performs rough and finished carpentry work in the repair of structures such as partitions, walls, doors, fences, ramps, window frames, roofs, 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; programs, and 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: 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 seals and other minor parts; maintains all underground water lines; maintains drinking fountains; repairs, replaces, and maintains hot water heaters and other appliances.
- e. Painting: applies and prepares various surfaces for paint, enamel, lacquer, varnish, or stain; removes or paints over graffiti; repairs wall coverings.
- f. 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; weeds; trims tree branches that create hazardous situations; maintains, paints, and repairs fire lanes around buildings and property; may clean debris from grounds, pathways, and parking lots; maintains mowers and other related grounds equipment.
- g. Masonry: Lays forms, mixes, pours, finishes, and repairs concrete for sidewalks, pavers, ramps, and slabs.
- h. 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 and deactivates alarm system; responds to and resolves alarm calls; responds to emergency cleanups such as spills and clogged drains.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Any combination of education, training, and experience necessary to perform the duties and responsibilities as described; progressively responsible journey-level 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, ADA rules and regulations, electrical wiring, plumbing, carpentry, glass replacement, painting, masonry, and grounds maintenance including sprinkler systems; pest management; maintenance and repair of hand tools and gas-powered equipment; basic math; proper lifting techniques; safety practices and procedures relating to the building trades; standard software applications including videoconferencing platforms.

Skill and Ability to

Use a variety of hand tools and equipment; communicate effectively in both oral and written form with individuals from diverse backgrounds; receive and give instructions, and prepare work orders and reports; measure distance and calculate quantities; read and interpret specifications and blueprints; perform a variety of physical labor including climbing ladders, bending, kneeling, reaching, and standing for long periods of time; lift and carry boxes, tools, equipment and materials; report projects needing to be serviced by outside contractors; establish and maintain cooperative and effective relationships with those contacted in the course of work assignments; maintain files and inventory records of supplies; use a computer to perform a variety of duties including preparing documents, emails, and maintaining records; set priorities; coordinate several projects simultaneously; forecast project problems and make adjustments; work independently and make decisions within the framework of established guidelines; 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; General Contractor license preferred; willingness to work outside (if necessary) in inclement weather.

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