

Sacramento County Office of Education Job Description

Classification Title: 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.

DIRECTLY RESPONSIBLE TO

Appropriate Administrator

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 SCOE facilities/sites including: carpentry, glazier, electrical, plumbing, painting, grounds maintenance, and masonry tasks; repairs and treats structures and fixtures, such as floors, showers, sinks, walls, roofs, and carpets; cleans debris from roof gutters as necessary; performs minor troubleshooting, repairs, and adjustments of locks on doors, cabinets, desks, and closets; repairs door hinges; cleans plugged key slots; changes filters on various ventilation units; installs and maintains kitchen 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, privacy curtains, and other various classroom and workspace equipment or furniture; installs shelving; identifies projects requiring the services of a higher skilled craftsperson; assists in obtaining quotes and arranging for services of outside vendors as directed; completes service requests and updates work logs for specific site requirements; assists with installing various signage; opens and closes school campuses and other site buildings; activates and deactivates building alarms and responds to calls as directed; removes and responds to safety hazards; responds to emergency cleanups such as spills and clogged drains; as part of site support team, assists with special projects periodically as directed; sets up for various events; maintains clean, safe, and orderly work sites.

- a. Carpentry: Performs basic rough and finished carpentry 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 glass for windows, doors, and light fixtures.
- c. Electrical: Performs basic electrical repair work for switches, outlets, plugs, cables, appliances, and lighting systems; reports unsafe electrical conditions.
- d. Plumbing: Identifies and performs basic repairs of plumbing leaks or breaks; opens clogged lines and drains; replaces seals and other minor parts; 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, safe, and orderly manner including mowing, trimming, weeding, aerating, minor pest management, composting, and fertilizing lawns; replaces plants as needed; sets sprinklers; replaces broken sprinkler heads; adjusts automatic time clocks and

system pressure if necessary; cleans debris from grounds, pathways, and parking lots; maintains grounds maintenance equipment; prunes trees and shrubs.

- g. Masonry: Lays forms, mixes, pours, finishes, and repairs concrete for sidewalks, pavers, ramps, and slabs.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Any combination of education, training, and experience necessary 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, and grounds keeping including sprinkler systems and pest management; appliance repair and electrical wiring; maintenance of hand tools and gas-powered equipment; standard practices and tools used in the maintenance and repair of building facilities; safety practices and procedures related to the building trades; ADA rules and regulations; proper lifting techniques; basic math to add, subtract, multiply, and divide.

Skill and Ability to

Effectively use a variety of hand and power tools; operate appropriate lifts as needed to perform duties of the job; read 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; review and identify projects needed to be serviced by outside contractors; establish and maintain cooperative and effective relationships with those contacted in the course of work assignments; follow oral and/or written instructions; communicate effectively in both oral and written form with individuals from diverse backgrounds; maintain work logs and service requests; use a computer to prepare documents, emails, and maintain records; 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 12/10/24

Revision approved by Personnel Commission 9/14/21

Revision approved by Personnel Commission 12/13/18

Revision approved by Personnel Commission 5/12/15

Revision approved by Personnel Commission 4/10/12

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