

# Sacramento County Office of Education Job Description

## Classification Title: Lead Maintenance Worker – Sly Park

### **DEFINITION**

Under general direction, serves as a lead performing 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 Custodian, Sly Park position in the level of responsibility. This is a working lead level. The incumbent provides direction, establishes priorities, assigns tasks, and coordinates work projects and the work of other custodian/maintenance personnel.

### **DIRECTLY RESPONSIBLE TO**

Appropriate Administrator

### **SUPERVISION OVER**

None; however, may provide direction and assign tasks to other custodian/maintenance staff and volunteer groups.

### **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**

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 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; maintains hand and power tools in working condition; installs and maintains kitchen and emergency equipment; installs fire extinguishers and maintains a service schedule; as directed, schedules service and inspections regarding heating, ventilation, and air conditioning (HVAC) systems and may perform 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 service and inspections, obtain required permits, and arranges for disposal of hazardous waste and chemicals; installs various signage; moves or arranges for moving of furniture and equipment to requested site; requisitions all Sly Park supplies and equipment in a timely manner to ensure adequate supplies and levels are available; prepares necessary paperwork to order items and maintains records related to inventory and supplies; performs lead functions as assigned by appropriate administrator.

- 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. **Electrical**: Performs electrical repair work in wiring for switches, outlets, plugs, cables, power circuits, and appliances; repairs and replaces 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.
- c. **Plumbing**: 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 seals and other minor parts; maintains and monitors septic system and all underground water lines; installs and services drinking fountains; repairs and

services hot water heaters and other appliances.

- d. Painting: applies and prepares various surfaces for paint, enamel, lacquer, varnish, or stain; removes or paints over graffiti; repairs wall coverings.
- e. Grounds Maintenance: Maintains grounds in clean and orderly manner including mowing and trimming; 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 heavy equipment 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, and repairs concrete for buildings, ramps, sidewalks, and slabs.
- h. Safety/Security/Sanitation: Responds to, reports, and removes any safety hazards; reports and repairs damage to site property; reports unauthorized visitors; removes broken glass, putty, or plastic; mitigates safety issues regarding faulty or broken window and door hardware; schedules service and inspections regarding windows, doors, and light fixtures; secures gates, doors, windows, and grounds; sets and deactivates fire alarm system; responds to and resolves fire 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, including progressively responsible journey-level experience in building maintenance and repair and/or building trades; work experience as a job foreman or general contractor is desirable.

### **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; 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 videoconferencing platforms.

### **Skill and Ability to**

Use a variety of hand and power tools, and operate heavy equipment; communicate effectively in both oral and written form with individuals from various cultural and socioeconomic backgrounds; receive and give instructions, and prepare work orders and reports; measure distance and calculate quantities using rulers, tape measures or levelers; read and interpret specifications and blueprints; perform a variety of physical labor including climbing ladders, bending, kneeling, reaching, crawling, and standing for long periods of time; lift and carry boxes, tools, equipment, and materials; report projects needing service by outside contractors; establish and maintain cooperative and effective relationships with those contacted in the course of work assignments; use a computer to prepare documents, emails and maintain records; 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; work independently and make decisions within the framework of established guidelines; provide technical support as the working lead.

### **Other Characteristics**

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

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