

Sacramento County Office of Education Job Description

Classification Title: Lead Maintenance Worker – Sly Park

DEFINITION

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

DIRECTLY RESPONSIBLE TO

Director, Sly Park

SUPERVISION OVER

None; however, may provide directions 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 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, 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 director.

- 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 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.
- d. **Plumbing**: Identifies plumbing problems; installs new plumbing for remodeling as needed; 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, replaces and services 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; 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.
 - g. **Masonry:** Lays forms, mixes, pours, and finishes, and repairs concrete for buildings, ramps, 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 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; 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, skip loader, trencher, 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 levelers; 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 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.

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