

**SAN DIEGO COUNTY OFFICE OF EDUCATION**  
**Personnel Commission**

**CLASS TITLE:**       **Maintenance Worker, Grade 46**

**DEFINITION:**

Under general supervision, the Maintenance Worker performs a variety of general building maintenance tasks related to a diversity of semi-skilled trades, and maintains assigned facilities in safe condition.

**DIVERSITY STATEMENT:**

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

**REPRESENTATIVE DUTIES:**

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

**ESSENTIAL FUNCTIONS:**

Maintains and repairs electrical problems with light fixtures, switches, fuses, outlets, receptacles, and plugs.

Reducts heating, ventilation, and air conditioning systems.

Calibrates thermostats.

Maintains and repairs problems with plumbing fixtures, including flushing mechanisms, sprinkler systems, water faucets, valves, drinking fountains, fittings, and gaskets.

Clears obstructed drains and sewer lines.

Repairs stucco on exterior walls.

Patches concrete.

Does exterior and interior painting, including graffiti abatement.

Lifts and/or moves boxes, furniture and equipment.

Makes minor repairs on office equipment, furniture, doors and closers.

Operates vehicle to transport materials to and from school sites and the County Office.

Loads and unloads materials at various locations.

Packs the materials to be delivered.

Assists in inventory of department storage areas.

Maintains equipment and material used in work.

Keeps records of work performed and chemicals used.

Guards an assigned area against trespass, fire or malfunction of mechanical equipment.

Acts as part of emergency response team in case of electrical, water or gas emergency.

Performs a variety of unskilled maintenance and repair tasks such as replacing fluorescent light bulbs and resetting wall clocks.

**NON-ESSENTIAL FUNCTIONS:**

Performs related duties as assigned.

**CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:**

A valid Class C California driver's license is required at the time of the appointment.

**EDUCATION AND EXPERIENCE:**

A combination of education, training and experience which clearly demonstrates possession of the knowledge, skills and abilities detailed above. A typical qualifying background would include a minimum of two (2) years' experience performing general building maintenance work.

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

General facilities maintenance and repair techniques;

Efficient and safe loading and unloading techniques;

Basic inventory methods;

General safety practices.

ABILITY TO:

Communicate and follow oral and written instructions;

Complete assigned tasks in a safe and timely manner;

Safely use power and hand tools and motor vehicles;

Maintain effective working relationships with those contacted in the course of work;

Keep and accurately maintain written records.

**WORKING CONDITIONS & PHYSICAL ABILITIES:**

Indoor and outdoor work assignments; driving to and from a variety of different work locations.

Must be able to hear and speak to exchange information; see to perform assigned duties; possess dexterity of hands and fingers to operate assigned equipment; stand, walk, bend, stoop; twist, push, pull, kneel, and squat for extended periods of time; reach overhead, above the shoulders and horizontally, to perform assigned duties; lift, carry, push and pull tools, materials, equipment and furniture weighing up to 75 lbs.; climb ladders and work on rooftops and high locations; crawl into attics and tight spaces; and work in confined and/or high areas.

<b>Established</b>	<b>Approved by Personnel Commission</b>	<b>Revised</b>	<b>FLSA Status</b>	<b>Salary Grade</b>
10/1998	October 23, 1998	09/2002, 09/2010, 12/2022	Non-Exempt	Classified Support Grade 046