

# Sonoma County Office of Education – Job Description

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**Classified**

## **MAINTENANCE WORKER/GROUNDSKEEPER**

### **Definition:**

To perform a variety of semi-skilled and skilled work in several areas of the building trades and grounds keeping in order to repair and maintain assigned buildings, equipment and facilities operated by the Sonoma County Office of Education and to perform related duties as assigned.

### **Distinguishing Characteristics:**

Employees in this class perform basic duties in several specialized areas of the building trades and grounds keeping to include carpentry, electrical and plumbing, and pest control. This job class functions at a full journey level of job performance.

### **Supervision Exercised and Received:**

Employees in this class receive general to limited supervision from the Director, Operations or designee within a framework of standard policies and procedures.

### **Example of Duties and Responsibilities:**

*Duties and Responsibilities may include, but are not limited to, the following:*

- Performs semi-skilled and skilled work in several areas of the building trades in order to maintain buildings and equipment at various locations operated by Sonoma County Office of Education.
- Maintains turf areas, including Integrated Pest Management (IPM) and weed control.
- Installs and maintains landscaping and irrigation systems.
- Works in accordance with verbal and written instructions and works with supervisor or designee to prioritize assigned work requests.
- Diagnoses, repairs, installs and maintains a variety of equipment and fixtures requiring carpentry, plumbing, electrical and other trades' skills.
- Installs, repairs and/or rebuilds electrical fixtures, including replacing fuses, fixtures, switches and rewiring when necessary.
- Performs basic plumbing repairs such as replacing broken pipes, cleaning plugged drains, flushing sewer lines and replacing faucets, washers or gaskets.
- Assembles and repairs furniture, toys and playground equipment.
- Replaces door hinges, windows, locks and thresholds.
- Inspects heating, air conditioning and ventilating systems to ensure proper heat and air flow; checks room temperature and performs minor maintenance on HVAC systems.
- Services fans, filters, compressors, pumps and other equipment by oiling, greasing, packing and cleaning as required.
- Determines needed supplies and materials to complete work orders/projects and estimates cost of materials.
- Cuts and installs window glass.

- Operates hand and power tools.
- Locates and repairs minor roof leaks.
- Performs basic grounds-keeping duties such as trimming of grass, trees and shrubs as required.
- Maintains service vehicle with gas, water and oil and refers major mechanical problems to appropriate source.
- Maintains daily log of work completed, materials used, time spent, etc..
- Cleans, maintains, and repairs tools and equipment used in maintenance and operations.
- Makes various types of deliveries and assists with the moving of furniture and equipment.
- Performs preventive maintenance and emergency repairs at all site locations.
- Maintains appropriate records, including records on the presence of asbestos.
- Performs related duties as assigned.

## **Employment Standards:**

### ***Knowledge of:***

- Tools, methods, procedures and practices used in several of the building and construction trades to include electrical, plumbing and carpentry.
- Safe operation and usage of building trades, tools, and equipment.
- Safe work practices, including Bloodborne Pathogens and Asbestos Hazard Emergency Response Act (AHERA) requirements.
- Principles of landscape design and irrigation systems.
- Integrated pest management.

### ***Ability to:***

- Respond promptly to requests of internal and external clients; provide needed information, assistance, training, materials and resources.
- Plan, organize and prioritize own work to meet deadlines and accomplish assigned tasks within established timelines including maintaining accurate records and files.
- Maintain an orderly work environment and perform tasks in prescribed and safe manner.
- Work effectively both independently and as a part of a team, including establishing and maintaining cooperative working relationships with those contacted during performance of job duties.
- Maintain and improve professional skills and knowledge.
- Be flexible and receptive to change.
- Understand and apply principles, techniques and procedures required for effective job performance.
- Safely use and operate a variety of hand tools, power tools and equipment used for custodial, grounds and building maintenance purposes.
- Understand and follow oral and written instructions; communicate effectively in oral and written forms.
- Effectively estimate the scope of work assignments and secure the necessary tools and materials to complete each assignment.
- Perform mathematical calculations using addition, subtraction, ratios, percentages, and multiplication necessary for successful job performance.
- Read and interpret sketches, blueprints and diagrams.
- Analyze and respond appropriately to emergency situations.

- Meet the physical requirements of the job.

## Education and Experience:

*Any combination of education and experience that would provide the knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

### Education:

- Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance, including reading and interpreting sketches, blueprints and diagrams.

### Experience:

- Three (3) years of increasingly responsible work in the building trades, including electrical, plumbing, carpentry and estimating.

### Physical Abilities:

*The physical abilities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

Note -Terms used in this section are defined as follows: Rarely: 1 to 10%; Occasionally: 11 to 33%; Frequently: 34 to 66%; and Continuously: 67 to 100% of the workday.

• Sitting:	Rarely to Frequently
• Standing/Walking:	Continuously
• Waist Bending:	Frequently
• Neck Bending:	Frequently to Continuously
• Squatting:	Occasionally
• Climbing:	Occasionally
• Kneeling:	Occasionally
• Crawling:	Rarely
• Neck Twisting:	Occasionally to Frequently
• Waist Twisting:	Occasionally to Frequently
• Pushing/Pulling:	Frequently – up to 100 lbs. at a time and up to 500 lbs. at a time to move large pieces of equipment or machinery on dolly
• Reaching:	
○ Above Shoulder:	Occasionally
○ Below Shoulder:	Frequently to Continuously
• Lifting/Carrying:	
○ 0-10 lbs:	Frequently to Continuously – weights carried up to 100 yards at a time
○ 11-25 lbs:	Rarely to Occasionally – weights carried up to 150 feet at a time
○ 26-50 lbs:	Occasionally to Frequently – weights carried up to 150 feet at a time
○ 51-75 lbs:	Rarely to Frequently – weights carried up to 100 feet at a time
○ 76-100 lbs:	Rarely – weights carried several feet at a time; other employees or golf cart/dolly available at most job sites for this heavier lifting up to 130 lbs. to move composite material sheets, cement bags, or door.
• Hand Activities:	
○ Repetitive Hand Use:	Frequently to Continuously

○ Simple Grasping:	Frequently to Continuously
○ Power Grasping:	Occasionally to Frequently
○ Fine Manipulation:	Rarely to Occasionally
○ Hand and Arm Twisting/Turning:	Frequently
○ Computer Operation/Writing:	Rarely

- Must be able to exchange information quickly, accurately, discreetly, and effectively with staff and supervisors about safety and health issues in the midst of a busy and often noisy environment.
- Must be able to detect visual and non-visual warning signs of equipment malfunction and other possibly dangerous conditions in the work environment.
- Must be able to express self with staff and the public in an effective and courteous manner about safety and other conditions on school grounds or in the work environment.
- Must be able to discern spontaneous warnings and other communications from staff and supervisors in emergency situations and protect self and other appropriately.

***Work environment:***

- Exposure to student illnesses, injuries, infections, and bodily fluids.
- Exposure to chemicals contained in cleaning products.
- Exposure to various temperatures and weather conditions when outdoors; noise and vibration from power equipment (ear plugs and safety glasses are utilized); dust, sawdust, and fumes from gasoline, contact cement, paint, paint thinner, and pesticides; possible flying debris when using weed eater or chainsaw; water and grease when cleaning equipment; various road and traffic conditions in positions requiring driving between work sites; raw sewage when performing plumbing work; and heat/smells from roof and blacktop material.
- May use a golf cart for traveling on school grounds.
- Operation of forklifts, tractors, and other vehicles.
- Working around and operation of power tools.
- Walking on uneven ground when outdoors.
- Periodic work at heights up to 40 feet on ladders, scaffolds, or roofs.
- May be required to wear a respirator.
- May be required to maneuver into awkward positions.

***Other Requirements:***

- Must be fingerprinted and satisfactory Department of Justice and Federal Bureau of Investigation records checks must be received by Sonoma County Office of Education, prior to employment.
- TB testing will be required upon employment.
- Must pass a pre-employment physical (if applicable).
- Visual acuity sufficient to read manuals, video display screens, and other related material and work at a computer screen frequently and throughout the day.
- May be required to obtain first aid and CPR certificates within the first 6-12 months of employment.
- May be required to drive with or without students; some positions may require a current California driver license, proof of insurance, and possible participation in the DMV Pull Notice Program once employed.

***Other:***

- Revised: April 23, 2018

- FLSA Status: Non-Exempt
- Bargaining Unit: SEIU
- Approved by: Personnel Commission